POSITION DESCRIPTION

**TITLE:** Systems Administrator  
**LOCATION:** Administrative Service Center (ASC)  
**REPORTS TO:** Manager, Network Operations  
**DEPARTMENT:** Information Technology (IT)

**SUMMARY STATEMENT:**

The Systems Administrator position is an integral member of the Network team in delivering professional and consistent services and support to internal and external users. The Systems Administrator position is established for the purpose of supporting the district’s administrative and educational requirements through managing network and enterprise systems. The Systems Administrator will work with the Network Operations and Support Services teams to install, configure, monitor, and maintain Evergreen Public Schools’ desktop PCs, mobile devices and other network hosts, and ensure the availability of the district’s network and supporting hardware.

**ESSENTIAL FUNCTIONS:**

1. Configure and maintain a managed desktop environment through the use of tools such as Group Policy and Configuration Manager.
2. Install, configure, and maintain enterprise level software.
3. Conduct technical training to end users and other technology staff for the purpose of assisting users with operation of equipment and applications, maximizing the use of networks and computing systems.
4. Create and manage backups, and assist the district in updating and testing a disaster recovery and business continuity plan.
5. Authorize permissions and individual access to technology applications or services for the purpose of ensuring proper access to systems by staff, students, parents, and others consistent with district policies and procedures.
6. Complete required training for the purpose of maintaining current knowledge regarding specific job and district policies and procedures as well as applicable state and federal laws and regulations.
7. Test technology applications, tools, and programs to provide feedback and to ensure appropriate acquisition of educational and operational technology solutions.
8. Create and update documentation on Information Technology services, incident response procedures, and infrastructure.
9. Analyze and resolve complex technology issues and incidents in accordance with best practices.
10. Create and update documentation on Information Technology service, incident response procedures, and infrastructure.
11. Work in a team to plan and implement hardware, software, and networking updates.
12. Work collaboratively with staff, vendors, technology partners, and community members to support the district’s technology needs.
13. Travel between sites to provide support as appropriate.
14. Monitor networked systems and escalate issues when required.
15. Provide on-call after hours support as required.

**OTHER RESPONSIBILITIES:**

1. Perform special requests as requested.
2. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:

Vision (66-100%) Speaking (66-100%) Hearing (66-100%) Acceptable Attendance

Sitting (66-100%) Walking (Up to 33%) Bending (Up to 33%) Pushing (Up to 33%)

Driving (66-100%) Writing (66-100%) Reaching (Up to 33%)

Pulling (Up to 33%) Use of hands and/or arms for repetitive motion (66-100%)

Lifting/Carrying Up to 50 lbs. (Up to 33%)

Mental Demands Required:

Reading Documents (66-100%) Verbal Communication (66-100%) Written Communication (66-100%)

Reasoning (66-100%) Math (33-66%) Customer Contact (66-100%)

Problem Solving (66-100%) Multiple Concurrent Tasks (66-100%) Constant Interruptions (66-100%)

Detailed Work (66-100%)%

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

IBM/PC (clone), telephone, copy machines, printers, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required)

1. Associate’s degree in technology or equivalent work experience required.
2. Minimum two years of network or systems administration experience in an enterprise environment.
3. Experience working with Systems Center Configuration Manager and Group Policy.
4. Understanding of TCP/IP networking principles and network segmentation.
5. In-depth familiarity with Active Directory and Windows operating systems.
6. Understanding of network security principles including user authentication, firewall administration, endpoint protection, and intrusion detection.
7. Experience in enterprise backup administration, including backup rotations and retention policies desired.
8. Experience with scripting languages such as VBScript or PowerShell desired.
9. Relevant industry certification such as MCSA, MCSE, or Network+ desired.
10. Excellent interpersonal communication skills.
11. Demonstrated ability to perform tasks accurately and with minimal supervision.
12. Demonstrated ability to analyze, resolve, and document network issues.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Must be able to travel from location to location to perform tasks.
15. Must possess a current valid motor vehicle license.
16. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)

8 Hrs. Per Day

PSE: _________________________________ Date: _______________

District: _______________________________ Date: _______________

New
Systems Administrator