Job Title:	Systems Administrator	**Wage/Hour Status:**	Daily, Exempt
Reports to:	Director Technology Services Operations	**Pay Grade:**	505
Dept. /School:	Information Technology	**Date Revised:**	July 30, 2021

Primary Purpose

Serve the District by implementing effective provisioning, installation/configuration, operation, and maintenance of systems hardware, software and related infrastructure.

Qualifications

Education/Certification

Associate's Degree in Computer/Technical related field, certificate granted by a recognized institution for two (2) year computer/technical study
OR
High School Diploma/GED and eight (8) years in a heterogeneous and hybrid cloud network environments in system/network administration and performing the duties as described herein for EPISD.

Special Knowledge/Skills

- Demonstrated experience with the operation and maintenance of enterprise level data centers
- Proven knowledge and involvement in all aspects of design, implementation, maintenance, and troubleshooting of networks, systems, and storage in a heterogeneous and hybrid cloud environment
- Demonstrated knowledge with Microsoft Active Directory architecture and administration
- Knowledge with Backup/Restore and Disaster Recovery Procedures
- Demonstrated ability in system analysis and configuration, and project management
- Evident focus on customer service, rigor and discipline, teamwork, collaboration, staff development and training
- Proficient in conducting research, system/network analysis, system/network design for recommendation of new software teams
- Team player with ability to collaborate with diverse individuals at all levels of the district and with cross-functional teams
- Ability to clearly define, communicate and validate business and technical requirements
- Excellent written and verbal communication and presentation skills with the ability to communicate technical issues to a wide-ranging audience

Major Responsibilities and Duties

1. Maintain, monitor, and support the infrastructure environment and/or facilities including the Network Operations and Data Center.
2. Support multiple enterprise level systems or applications of medium to high complexity with multiple concurrent users.
3. Diagnose and resolve complex hardware, software, and connectivity problems.
4. Server installation, configuration, administration, and maintenance.
5. Active Directory administration and configuration.
6. Manage and assist in the District's collaboration services, Domain services, intrusion prevention, detection services, and other network services.
7. Install, upgrade, and/or customize software and various layered products to enhance system operations.
8. Evaluate proposed configurations to ensure system integrity, security, and efficiency.
9. Keep abreast of technology developments applicable to network and data centers and assist in short and long-term planning to ensure the district's information systems scoped and scaled to handle everchanging demands and needs.
10. Write thorough and technical documentation for staff and regulatory purposes.
11. Provide proactive monitoring and support to maintain the health of the district servers, including regular software and firmware patching.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities
Supervise assigned personnel and contracted service providers

Physical and Mental Job Requirements
Mental Demands/Physical Demands/Environmental Factors
Maintain emotional control under stress and work with frequent interruptions, occasional prolonged and irregular hours, ability to travel.

Terms of Employment
226 days; salary pursuant to salary schedule adopted by the Board

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____