

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Systems Administrator
Department:	Information Technology
Reports to:	Director of Technology
Supervises:	N/A

Description of job:

SUMMARY OF RESPONSIBILITIES:

The Systems Administrator is responsible for designing, organizing, modifying, and supporting all computer systems. Design and install LANs, WANs, Internet and intranet systems, and network segments throughout the District.

ESSENTIAL FUNCTIONS:

1. Administer servers, desktop computers, printers, routers, switches, firewalls, phones, software deployment, security updates and patches.
2. Maintain network servers such as file servers, VPN gateways, intrusion detection systems.
3. Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
4. Maintain integrity of the network, server deployment, and security.
5. Assign configuration of authentication and authorization of directory services and maintain district email services
6. Ensure design of system allows all components to work properly together.
7. Evaluate and modify system's performance.
8. Respond to support calls as scheduled by the Director of Technology in a timely and efficient manner.
9. Consult with vendors' technical support on warranty issues and difficult problems.
10. Provide users with technical support in a friendly and professional manner, responding to the needs and questions of users concerning the use and functionality of the hardware and software used to support their roles in the school department.
11. Support district users using district approved software.
12. Make recommendations to the Director of Technology to improve and optimize the network and computer systems.
13. Recommend ordering of parts and software needing replacement or upgrade.
14. Learn the intricacies of new software, operating systems, and/or hardware as necessary.
15. Compose and/or present clear and concise written or oral reports as needed.
16. Communicate effectively with all levels within the organization including administration, faculty and staff.
17. Prioritize and execute a variety of complex duties with minimal supervision.
18. Perform all other duties as assigned by the Director of Technology

Protective Personal Equipment: N/A

Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment

Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	
Lighting:	Fluorescent or Incandescent		

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Vibration:	N/A
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PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

PUSHING/PULLING						
Maximum push/pull: 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking		X			
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting	X				
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor Degree in appropriate field and technical training/certificate program preferred. Minimum of five years' experience managing local and wide area networks. Strong knowledge of network operating systems. Experience with installing and managing network servers and printing environments. Experience with firewalls, web environments, email and database server management. Experience in computer hardware, computer software, computer operating systems and peripheral devices. Experience in an educational environment preferred, or an equivalent combination of education/experience. Strong understanding of Active Directory and Google Admin Console preferred. Comprehensive understanding of Powershell, batch scripting, Bash as used on a Mac OS, SQL, VMware ESX, MS Systems Center, AD Management, (GADS) Google Active Directory Sunc, Windows PE, WIM and imaging processes and GAM command line tool through Google's API all preferred skills.

License/Certificate/Certification:

IT certificate program preferred.

Technological and/or Technical Skills:

Demonstrated proficiency in working independently and collaboratively with district software (i.e. Microsoft Office, server and desktop operating systems and various specialty packages) and hardware (i.e. printers, desktops, lap tops, servers, switches and routers)

Communication Skills:

- Demonstrated ability to draft clear and concise correspondence.
- Ability to compose and/or present written or oral reports as needed.
- Ability to communicate effectively with all levels within the organization including administration, staff and peers.

Planning Skills:

- Ability to effectively prioritize and execute a variety of complex duties with minimal supervision.

Interpersonal and Problem solving skills:

- Ability to interact with administration and staff in an effective manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Per GCB

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Evaluation:

Per GCB

Date: 2/2018