



EMPLOYEE NAME: \_\_\_\_\_

Revised: 11/07; 1/08; 3/11; 10/12; 10/15; 10/16; 6/18;11/20

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Systems Engineer I, System Administrator	<b>JOB CODE:</b> 446I
<b>DIVISION:</b> Technology Services	<b>SALARY SCHEDULE:</b> Technology Services
<b>DEPARTMENT:</b> Enterprise Services	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Enterprise Services	<b>PAY GRADE:</b> Rank I (NT09)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Responsible for the successful completion of the tasks and deliverables within the enterprise services organization. Based on the business requirements, responsible for the implementation, maintenance and support of a variety of technologies. Evaluates and recommends associated hardware/software solutions based on business requirements and user needs.	

### REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency required (2 years of exempt level experience = 1 year of college, combination of experience and education may be used to meet the degree requirement) in computer science that provides the required knowledge and skills in current industry principles and practices of systems administration; knowledge of Novell products
2.	Certification/License Required: Microsoft Technology Associate (MTA – Server, Networking or Security), Microsoft Certified Technology Specialist (MCTS – Server) or other relevant certification
3.	Experience: Minimum two years of experience in system administration, network or field services in an enterprise level environment
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in maintaining email spam and antivirus filters.
3.	Assists in maintaining internet content filters.
4.	Assists in maintaining district web services (IIS, Apache, PHP, etc.).
5.	Participates in the testing, planning, maintaining and documentation of email and blackberry system.
6.	Creates and supports Microsoft and Apple desktop images.
7.	Assists in maintaining and documenting enterprise antivirus solution.
8.	Assists in administration of Novell eDirectory, Outlook, ZenWorks, Storage Manager, and Identity Manager.
9.	Participates in the testing of plans to continue information systems functions in the event of a disaster that interrupts normal network operations.
10.	Provides constructive feedback and commitment to continuous improvement in client-wide quality initiatives.
11.	Participates in the resolution of service requests from the Customer Care Center (CCC) within approved guidelines and timelines.
12.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_