GENERAL PURPOSE

Under direction, serves as administrator for District computer platforms and networks; manages network authentication, logging, and auditing; configures, monitors, and tunes systems; installs, configures, manages, and maintains hardware, cabling and multi-platform systems; manages backup and recovery; evaluates, researches, and designs systems to reduce cost, optimize resiliency, and improve support-ability; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Systems Administrator I is the entry level class in the Systems Administrator series and is distinguished from a Systems Administrator II in that incumbents in the latter class typically work with a greater degree of independence on projects that involve performing highly responsible systems and network administration functions. As experience is gained, duties become more diversified and are performed under direction. This class is alternately staffed with Systems Administrator II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Systems Administrator II is the experienced/journey level class in the Systems Administrator series and incumbents may either work alone, as members of project teams, or as project lead on smaller projects and perform highly responsible systems and network administration functions to provide effective and efficient systems, communication and computing support to meet the District's mission and goals. Supervision of work varies from limited to moderate, depending on the size and extent of District impact of assigned projects.

A Systems Administrator II is further distinguished from a Senior Systems Administrator in that the latter class typically has design and planning responsibilities and/or provides lead direction over others.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Performs systems administration functions for server, storage, and networking platforms; maintains a Windows-based central authentication and management platform; plans, tests, documents, and installs software upgrades; monitors, evaluates, and takes appropriate action based on system performance, health, and other statistics; partitions and allocates resources to optimize system and application performance.

May lead smaller projects where much of the work is performed by the individual; applies IT project management methodology.

Installs and configures data communications equipment; participates as a team member on multi-platform installations.

Integrates new systems, applications, and other technologies; sets up, documents, installs, and maintains systems in accordance with established procedures; assists fellow technicians in installing, documenting, and managing complex server-based applications and software tools.

Provides root cause analysis for system problems and performs or works with vendors or development teams to resolve issues.

Automates repetitive tasks, including developing scripts and backup strategies.

Collects, measures, and reviews detailed system information; devises and implements improvements.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

Principles, methods and techniques used in the design and operation of information systems for computer platforms equivalent to those used by the District, including operating system architecture, characteristics and commands; principles, practices and methods of systems administration and maintenance; network architecture and principles of communications and connectivity; server based operating systems (Windows, Unix/Linux); Microsoft’s Active Directory; TCP/IP; DNS; Unix-based
scripting; PowerShell; VoIP phone systems; Fibre Channel / iSCSI-based Storage-Area Networks, VPN; Microsoft SQL Server, Oracle; principles and practices of systems analysis and design; systems troubleshooting principles and practices.

**Ability to:**

Analyze complex problems, evaluate alternatives, make sound recommendations and exercise sound independent judgment within established guidelines; plan and complete projects efficiently and in accordance with District quality standards; build servers; work on server hardware; administer user accounts; maintain file permissions; troubleshoot networking issues; maintain a backup infrastructure; perform network, equipment and software configurations accurately and efficiently; prepare clear, concise and accurate reports of work performed and other written materials; troubleshoot hardware and software problems and make or recommend modifications; communicate clearly and effectively orally and in writing; work collaboratively and effectively as a project team member; establish and maintain effective working relationships with programming staff, end users, vendors, consultants and others encountered in the course of work; follow and apply written and oral work instructions.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor’s degree in computer science, mathematics or a closely related field; one year of progressively responsible experience administering an enterprise environment; or an equivalent combination of training, certifications, and experience.

Systems Administrator I may be considered for advancement to Systems Administrator II after demonstrating proficiency to perform the full range of duties of the latter class and successfully passing the current Microsoft MCSA: Windows Server certification.

Typically, a Systems Administrator I is expected to be capable of meeting the proficiency criteria within a 12-36 month period, depending on an individual’s prior experience and progression in performing the full range of Systems Administrator duties.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk and hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands or arms. Employees are frequently required to walk and stand and occasionally to lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing deadlines with frequent interruptions; work effectively as a team member; and interact with District end users, employees, vendors and other encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is moderately quiet.

FLSA DETERMINATION: Non-exempt.
FLEX REQUIREMENTS

Systems Administrator I (Flex)
Systems Administrator II

LENGTH OF TIME REQUIRED

A Systems Administrator I may advance or “flex” to the Systems Administrator II class after **12 – 36 months** of experience in the Systems Administrator I class and successfully passing the current Microsoft MCSA: Windows Server certification.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Systems Administrator I must also demonstrate proficiency to perform the full range of duties as described in the Systems Administrator I/II job description.