

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SYSTEM ADMINISTRATOR

**SALARY SCHEDULE: SSP-11**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- (1) Associate's Degree or Technical Institute degree/certificate or higher in Computer Science or related field.
- (2) Minimum of two (2) years successful experience in network and server software and application software.
- (3) Minimum of two (2) years successful experience in installing and maintaining micro-computer systems, server operating systems and applications software.
- (4) Demonstrated ability and knowledge of Active Directory, DNS and DHCP.
- (5) Demonstrated ability and knowledge of server operating system support.
- (6) MCSA (Microsoft Certified Solutions Associate) or ability to obtain within six (6) months

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to install and maintain microcomputer and server systems. Ability to use the test equipment and tools for assignments. Possess demonstrable analytical and mathematical skills. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Ability to troubleshoot problems in an efficient manner. Knowledge of system capabilities and limitations. Ability to work alone. Possess interpersonal skills and abilities.

**REPORTS TO:**

Manager of Telecommunications and Network Systems

#### JOB GOAL

To provide advanced microcomputer and server support for the departments and schools of the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Work with System Administrator Coordinator as assigned and when appropriate.
- \* (2) Troubleshoot server and microcomputer problems at sites as required.
- \* (3) Install and configure computers for connection to district services and applications as needed.
- \* (4) Oversee various District-wide projects as assigned.
- \* (5) Develop scripts regarding the installation of various software applications and procedures.
- \* (6) Ensure procedures are in place for systems backup as needed.
- \* (7) Assist with equipment recommendations and pricing as requested.
- \* (8) Prepare all required reports and maintain all appropriate records.
- \* (9) Exhibit support for the district's vision, mission, goals and priorities.
- \* (10) Demonstrate initiative in the performance of assigned responsibilities.
- \* (11) Provide for a safe and secure workplace.
- \* (12) Model and maintain high ethical standards.
- \* (13) Follow attendance, punctuality and proper dress rules.
- \* (14) Maintain confidentiality regarding school matters.
- \* (15) Maintain positive relationships with staff and vendors.

**SYSTEM ADMINISTRATOR (Continued)**

- \*(16) Participate in workshops and training sessions as required.
- \*(17) Communicate effectively with staff and vendors.
- \*(18) Keep supervisor informed of potential problems or unusual events.
- \*(19) Respond to inquiries and concerns in a timely manner.
- \*(20) Follow all School Board policies, rules and regulations.
- \*(21) Exhibit interpersonal skills to work as an effective team member.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities