

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

[ADMINISTRATIVE COMPUTER SOFTWARE SPECIALIST] SYSTEM ADMINISTRATOR COORDINATOR

SALARY SCHEDULE: SSP-12

**COST CENTER: [TELECOMMUNICATIONS AND NETWORK SYSTEMS (9060)]
INFORMATION TECHNOLOGY (9020)**

QUALIFICATIONS:

- (1) [High School Diploma or equivalent.] Associate's Degree or Technical Institute degree/certificate or higher in Computer Science or related field.
- (2) Possess current MCSE Certification in Microsoft Systems [or complete within six (6) months of hire.]
- (3) Minimum of [two (2)] three (3) years successful experience working in network and server software support with appropriate supervision.
- (4) Minimum of [two (2)] three (3) years successful experience in installing and maintaining micro-computer systems, server operating systems and applications software.
- (5) [Experience installing and maintaining different Local Area Networks (LAN) systems, including NT, Novell, AppleShare and OS/2.]
- (6) Demonstrated ability and experience in working with Virtual Server and Desktop technologies.
- (7) Demonstrated ability and experience working in Active Directory, DNS, DHCP

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill in the use of test equipment, tools and new technical developments needed to perform assignments. Knowledge to operate computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public. Ability to organize and prioritize activities. Ability to work alone and with others. Possess good interpersonal and communication skills. Ability to manage time effectively.

REPORTS TO:

[Technology Support Manager] Manager of Telecommunications and Network Services

JOB GOAL

To provide advanced software and training support [the establishment of LAN specifications and standards, the installation and maintenance of LAN] and customer assistance needed for the installation of systems, peripherals, applications, servers and work stations. Promote the success of students and staff of the Sarasota School District

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist customers / departments to define micro-computer needs and design and implement the solutions.
- * (2) Review requirements of proposed systems and submit recommendations for improvement.
- * (3) Set up and assist with necessary network systems, including security, menus, print management, database and communications.

ADMINISTRATIVE COMPUTER SOFTWARE SPECIALST (Continued)

- * (4) Evaluate system performance and make recommendations for improvement.
- * (5) [Train customers regarding network services of the LAN.] Follow Change Management procedures set forth by the department.
- * (6) Install and maintain all LAN interfaces with the local midrange computer and servers.
- * (7) Provide for one or more specialized area of applications / operating system support.
- * (8) Schedule resources and complete tasks as required.
- * (9) Make decisions and set priorities within the guidelines established by the supervisor.
- * (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.
- * (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 or concerns in a timely manner.
- * (20) Prepare all required reports and maintain all appropriate records.
- * (21) Follow all School Board policies, rules and regulations.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 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. 12

*Essential Performance Responsibilities