School District of Santa Rosa County
Job Description

Network Systems Engineer (Assistant)

Reports to: Data Processing Manager	**FLSA Status:** Exempt
Department: Data Processing	**Prepared by:** Human Resources
Date: March 13, 2014	**Evaluation Code:**
Position #: 44167	**Range:** 23

Principal Duties and Responsibilities (Essential Functions):

- Evaluate and recommend changes to current and future networked systems specifications to meet the goals of Santa Rosa county District Schools
- Provide supervision of network administrators and technicians in daily administration and troubleshooting of servers, e-mail systems, local and remote backups
- Recommend server hardware and software configurations
- Design Active Directory organization and Group Policies
- Ensure proper operation of Windows based network
- Analyze and resolve problems associated with server hardware and software
- Troubleshoot networked systems and recommend improvements
- Document procedures and configurations
- Troubleshoot and configure vertical applications (e.g. Application Extender, SEMS etc…)
- Monitor and recommend changes to ensure applications and services are protected from threats like computers viruses, Hackers, or SPAM

Supervision Received:
Network Engineer

Supervision Exercised:
N/A

Minimum Qualifications & Skills Required:
1. Graduation from an accredited college with an Associate's degree in Computer Science, Computer Studies, or Computer related technical degree
   - Microsoft MCSE certification can be substituted for the 2 year degree. (Transcripts Required)
2. Microsoft certification or training in applicable areas
3. Microsoft Exchange Training or Certification. (MCSA + Messaging)
4. 3 years of experience in Network Administration and Support

Preferred:
N/A

Physical Demands:
Exerting up to 50 lbs. of force occasionally and/or up to 100 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, and bending. Drive and operate a motor vehicle.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Environmental Conditions:
Office, exposure to noise associated with computer operation; exposure to electrical wiring and apparatus.

Terms of Employment:
Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

Systems Administrator

Reports to: Data Processing Manager	**FLSA Status:** Exempt
Department: Data Processing	**Prepared by:** Human Resources
Date: March 13, 2014	**Evaluation Code:**
Position #: 44151	**Range:** 21

Principal Duties and Responsibilities (Essential Functions):

- Administer Windows Servers
  - Install and configure Windows Server Operating System
  - Install, Configure and Maintain the various Windows Server services (e.g. DNS, WINS, File and Print Services etc…)
- Administer District Active Directory
  - In consultation with District Systems Engineer, create/modify Organizational Units and create/apply policy to enhance usability and security
  - Administer Staff User Accounts
    - Create, Update and Delete accounts in accordance with directives or SOPs
    - Ensure users have appropriate level of access for assigned jobs/positions
    - Complete regular account audits to ensure compliance
- Administer Exchange Mail System
  - Create, Update and Delete mailboxes in accordance with directives or SOPs
  - Ensure users are assigned to appropriate district level distribution groups
  - Manage ownership of downstream distribution groups
  - Provide assistance as necessary to school techs and end users in management of distribution groups
- Administer District Systems Center Configuration Manager
  - Administer/Monitor Software Deployment
  - Assist with development of software packages
  - Administer/Monitor Windows Updates
  - Administer District Anti-Virus solution
    - Monitor system for indications of infection and coordinate cleaning/reimaging of offending systems.
    - Assess circumstances of the infection and provide user training as necessary to avoid future infections.
    - Monitor system to ensure all systems are running the district AV solution
    - Monitor system to ensure signature files are updated
- Administer/Monitor other one off systems (e.g. Application Extender) as appropriate to ensure efficient and reliable operation of these systems
- Administer District Backup solution
  - Perform regular audits to ensure all systems are protected from data loss
  - Perform daily checks to ensure backups complete without error
  - Perform restores as necessary due to accidental deletion or equipment failure

Supervision Received:
Network Engineer

Supervision Exercised:
Systems Administrator Assistant

Minimum Qualifications & Skills Required:

1. Graduation from an accredited college with an Associate's degree in Computer Science, Computer Studies, or Computer related technical degree
2. Microsoft Certification or Training in applicable skill areas
3. Microsoft Certification in the below can be substituted for the college degree requirement:
   - MCSA – Microsoft Certified Systems Administrator – 2003 or above
4. Microsoft Exchange Training or Certification (MCSA + Messaging)
5. Three years of experience in network administration and support

Preferred:
N/A

Physical Demands:
Exerting up to 50 lbs. of force occasionally and/or up to 100 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, and bending. Drive and operate a motor vehicle.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Environmental Conditions:
Office, exposure to noise associated with computer operation; exposure to electrical wiring and apparatus.

Terms of Employment:
Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:
This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

School District of Santa Rosa County
Job Description

Systems Administrator (Assistant)

Reports to: Data Processing Manager	**FLSA Status:** Nonexempt
Department: Data Processing	**Prepared by:** Human Resources
Date: March 13, 2014	**Evaluation Code:**
Position #: 44152	**Range:** 20

Principal Duties and Responsibilities (Essential Functions):
- Given Specific Guidance administer Windows Servers
    - Install and configure Windows Server Operating System
    - Install, Configure and Maintain the various Windows Server services (e.g. DNS, WINS, File and Print Services etc…)
- Given Specific Guidance administer Active Directory Accounts
    - Administer Staff User Accounts
        - Create, Update and Delete accounts in accordance with directives or SOPs
        - Ensure users have appropriate level of access for assigned jobs/positions
- Given Specific Guidance, Administer Exchange Mailboxes
    - Create, Update and Delete mailboxes in accordance with directives or SOPs
    - Ensure users are assigned to appropriate district level distribution groups
    - Manage ownership of downstream distribution groups
    - Provide assistance as necessary to school techs and end users in management of distribution groups
- Given Specific Guidance, Administer District Anti-Virus solution
    - Monitor system for indications of infection and coordinate cleaning/reimaging of offending systems.
    - Monitor system to ensure all systems are running the district AV solution
    - Monitor system to ensure signature files are updated
- Monitor District Backup solution
    - Perform daily checks to ensure backups complete without error

Supervision Received:
Network Engineer

Supervision Exercised:
N/A

Minimum Qualifications & Skills Required:
1) High School Diploma
2) Four years of experience in computer support

Preferred:
N/A

Physical Demands:
Exerting up to 50 lbs. of force occasionally and/or up to 100 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, and bending. Drive and operate a motor vehicle.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Environmental Conditions:

Office, exposure to noise associated with computer operation; exposure to electrical wiring and apparatus.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.