Santa Rosa County School District
Job Description
Enterprise System and Database Administrator

Reports To: Assistant Superintendent, ITS
FLSA Status: Exempt
Department: Information Technology Services
Prepared by:
Date: Sept 1, 2022
Job Code:
Range: ~~26~~ 24

Preface:

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

- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.

- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Administer Microsoft-based server solutions deployed on premise and in the cloud (Azure).
- ~~Manage Active Directory and Azure services.~~
- ~~Microsoft SQL Server database administration.~~
- Create and maintain comprehensive service management documentation.
- Provide replicable server configuration and security blueprints.
- ~~Provide leadership to team members; w~~ Work effectively as part of a collaborative team.
- Provide input on information technology goals and related projects.
- Evaluate and recommend changes to server requirements and specifications.
- Troubleshoot problems associated with server platforms and network functionality.
- Manage and troubleshoot third-party applications.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Supervision Received:
Supervisor/Manager

Supervision Exercised:
Assigned Personnel

Minimum Qualifications & Skills:
- ~~Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.~~
- <u>Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major; or an associate degree in Computer Science or reasonably equivalent major with four years of relevant systems administrator experience.</u>
- ~~Four~~ <u>Two</u> years of Microsoft Server Administration and Active Directory management experience.
- ~~Three~~ <u>Two</u> years of Microsoft SQL Server database management experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:
- Relevant experience in these areas:
  - Microsoft SQL Server Clustering & Tuning
  - PostgreSQL Server Database Administration
- PowerShell scripting ~~design and implementation~~ experience.
- Apple iOS experience.
- ~~Linux OS experience.~~

Physical Demands:
Sitting for extended periods, heavy and moderate lifting and carrying, reaching above shoulders, manual dexterity, good vision, distinguishing basic colors, good hearing, walking, standing, bending, stooping, motor vehicle operation. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:
Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:
- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff.