

School District of Santa Rosa County
Job Description
Network Systems Engineer
Enterprise Systems Administrator

Reports to: Data Processing Manager	FLSA Status: Exempt
Department: Data Processing	Prepared by: Human Resources
Date: May 16, 2019	Job Code: 44166
	Range: 26

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 perform 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.

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. 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 the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Provide technical, tactical and strategic input on overall network planning, developing and implementation of the overall information technology goals and related projects of Santa Rosa County District Schools.
- Evaluate and recommend changes to current and future networked systems specifications to meet the goals of Santa Rosa County District Schools;
- Provide supervision of other network 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 2010 and 2012 server
- 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 computer viruses, Hackers, or SPAM;
- Perform other duties as required or assigned.

Primary Duties and Responsibilities:

- Administer Microsoft-based server solutions deployed on premise, across local WAN links, and in the cloud (Azure).
- Design and manage Active Directory structures and objects.
- Active Directory Group Policy and Single-Sign On administration.
- Create and maintain comprehensive service management documentation.

- Provide replicable server configuration and security blueprints.
- Provide leadership to team members; 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.

Minimum Qualifications & Skills Required:

- Graduation from an accredited college with a Bachelor's degree in Computer Science, Computer Studies, or Computer related technical degree.
- Microsoft training or certification in applicable areas.
- Microsoft Certification in both of the following can be substituted for the 4 year Degree. (Transcripts Required)
 - MCSE—Microsoft Certified Systems Engineer, version: Current or most recent Windows
 - MCT—Microsoft Certified Trainer, version: Current or most recent Windows.
- Microsoft Exchange Training or Certification. (MCSA + Messaging), version: Current or most recent release of Microsoft Exchange.
- Six years of experience in Network Administration and Support.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment

Mandatory Qualifications & Skills:

- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Four years of Microsoft Server Administration and Active Directory 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:

- Forward thinking to anticipate future needs and recommend solutions.
- Recognize problem symptoms and determine appropriate actions.
- Develop and implement solutions such as shell scripts to enhance efficiency and effectiveness of district computer services.

Preferred Qualifications & Skills:

- Relevant experience in these areas:
 - Microsoft Exchange Server and Office 365
 - Microsoft System Center Configuration Manager (SCCM)
 - Microsoft Windows Server Update Service (WSUS)
 - Microsoft Windows Server Core
- PowerShell scripting design and implementation experience.
- Apple iOS and Apple product integration experience.
- Linux OS experience.

Physical Demands:

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, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions 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

Supervision Received:

Data Processing Manager

Supervision Exercised:

Assigned Personnel