

Systems Administrator

Job Description

- Coordinate the purchase of technology equipment and materials to ensure that the needs of the district are met in the most cost-effective manner.
- Coordinate the distribution of technology equipment and materials in a manner that effectively implements the district's technology plan.
- Provide desktop and network support to the department while determining users and department needs and prioritizing tasks appropriately.
- Keep supervisor informed of project status, emergent issues, problems resolved and general plans.
- Assist in evaluating and recommending the purchase of software and hardware for the district.
- Coordinate installation of equipment and software related to technology.
- Demonstrate a working knowledge of desktop software and operating systems and coordinate the installations of system and software updates as needed.
- Update awareness of current software and hardware through participation in technology conferences and in-service opportunities.
- Maintain, upgrade, configure and manage software, hardware and networks.
- Oversee the inventory control of all technology supplies and equipment used by staff.
- Troubleshoot, repair and maintain technology equipment.
- Work from a ticket-based, scheduled system to ensure district technology needs are met while offering timely technical support and coaching end-users.
- Attend meetings and in-services (in and out of the district) as required.
- Ensure privacy of confidential information including student records and files.
- Assist in the development, implementation and ongoing revision of the district's technology plan.
- Install and manage local and wireless network while resolving network and connectivity issues.
- Assist in the development and implementation of a computer education program for the district.
- Ensure security through access controls, backups and firewalls.
- Follow all company policies and procedures.
- Interact in a positive manner with staff, students and parents.
- Maintain and monitor servers and backups.
- Assist in formulating and enforcing the District's technology policies and make recommendations to the Director of Technology.
- Manage and maintain users and scheduling for electronic door/fob system.

- Setup and maintain user accounts.
- Ensure security and efficiency of IT infrastructure.
- Set-up and manage mobile devices and user policies through a mobile device management system.
- Manage web content filtering to adhere to CIPA regulations.
- Maintain VoIP phone system.

Qualifications

- Knowledge of server hardware, operations systems, network switches, routers, firewalls, wireless and other technologies
- Experience diagnosing hardware issues on technology devices including PCs, Servers, Printers, other peripherals, and make necessary repairs per BEVS protocols
- Provide technical support on software including Office 365 and browser based applications
- Ability to explain complex IT issues to non IT people in an easy to understand way
- Proven experience as a Systems Administrator or similar role
- Experience with LAN/WAN Networks
- Thorough knowledge of computer systems, databases, IT components, and Mobile Device Management
- Knowledge of Internet security and data privacy principals
- Excellent troubleshooting skills
- Exceptional organizing and time management skills
- Self-motivated and strong work ethic
- Ability to present self in a professional manner at all times
- Team player - willing to take on additional duties as required
- Knowledge of CIPA Compliance
- VoIP Phone Systems
- Minimum of Associates degree in IT, (Bachelor degree preferred) or equivalent
- Relevant Certifications (e.g. Network + and A+) will be an advantage
- Ability to lift 50 lbs.
- BCI/FBI criminal background check

Position Type and Expected Work Days

- Full-time Salary Position (220 Days)
- 3 Personal Days
- Sick Days: 1.25 per month

- Benefits:
 - Health Insurance
 - Dental Insurance
 - Vision Insurance
 - Retirement Plan (SERS)
- Typical Work Hours: Monday – Friday
- Evenings and weekends on an as needed basis for IT issues, such as, server downtime, phone outages, Internet connectivity, and after-school events.