**Senior Systems Administrator**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:**  Director of Information Technology **Classification:** Auxiliary

**Dept/Campus:** Information Technology **Paygrade:** IT-4

**Wage/Hr Status:** Non-Exempt **Revised:** December 2020

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Ensure the stable operation of local and cloud based computer systems and critical server platforms both physical and virtual. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all end user management systems and related communication systems. Supports Help Desk and Computer Technicians at the local level and provides help with troubleshooting issues.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree in computer information systems (or related field) or five years related work experience.

Certifications in Windows Server, Linux Server or VMWare are not required but a plus.

**Special Knowledge/Skills:**

Experience with Windows Server, Linux Server and VMWare environment.

Experience with GSuite Management and/or Apple MDM platforms

Experience with Powershell and/or Scripting Languages

Understanding of Project Management

Ability to effectively communicate (written and verbal) with employees, colleagues, and end users

**Experience:**

Five years of work experience installing, maintaining, and repairing servers and virtual systems.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Manage and ensure the integrity of virtual server farm and individual database systems.
2. Manage Print Server, Camera Server and GSuite administration.
3. Administer and maintain end user accounts, permissions, and access rights.
4. Oversee installation, configuration, maintenance, and troubleshooting of related server-based systems.
5. Perform Security Audits
6. Perform Backups of all data
7. Assist in design and implementation of disaster recovery plan for operating systems, databases, networks, servers, and software applications.
8. Conduct research on emerging products, services, protocols, and standards in support of systems software procurement and development efforts.
9. Interact and negotiate with vendors and contractors to ensure the reliability of software products and services.
10. Monitor and test server software performance and provide statistics and reports related to capacity, storage planning and database performance..
11. Recommend, schedule, and perform software improvements, upgrades, and/or purchases.
12. Provide Support for Help Desk and Computer Technicians as a primary point of contact for Level 3 issues.

**SUPERVISORY RESPONSIBILITIES:**

Assist in the supervision of IT staff members engaged in the process of supporting end users at the local level..

**EQUIPMENT USED:**

Computer, audiovisual equipment, printer, copier, telephone system, security devices

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands**

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written), maintain emotional control under stress, manage others in a non-coercive manner, maintain a clear focus on customer service

**Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; occasionally lifts, carries or otherwise positions/reposition heavy objects, equipment and supplies; ability to position self and perform work in various areas of the facility including elevated surfaces; prolonged use of computer; frequent interruptions.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity; slippery or uneven surfaces

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date