Job Description

San Ramon Valley Unified School District

Systems Administrator

Purpose Statement

The job of Systems Administrator is done for the purpose of managing the local and area networks of the District; maintaining the operation and health of the District database system; ensuring that all District server systems are current and operable; performing confidential administration of District e-mail and Internet access systems; and planning and delivering District energy management and other assigned systems including installing, troubleshooting, assisting users, and initiating repair and replacement of various systems.

This job reports to Assigned Supervisor

Essential Functions

- Administers local and wide area networks for the purpose of ensuring availability of services to authorized users.

- Analyzes systems needs and requirements for the District and approved end users for the purpose of ensuring the smooth and effective operation of the District.

- Assists in the establishment and implementation of security protocols for a variety of District systems for the purpose of ensuring the secure operation of District IT systems.

- Designs systems (e.g. Internet, firewall, User Directories, FTP servers, etc.) for the purpose of meeting District technology needs and goals.

- Facilitates meetings for the purpose of gathering and conveying information necessary to the performance of the job.

- Installs a variety of systems for the purpose of meeting District technology needs and goals.

- Maintains a variety of systems for the purpose of ensuring efficient and secure operations.

- Manages assigned projects and program components for the purpose of delivering services in compliance with established guidelines and objectives.

- Participates in meetings for the purpose of providing information and making recommendations.

- Performs a variety of advanced actions (e.g. directory services, email and Internet access audits, network conductivity, etc.) for the purpose of ensuring the smooth and efficient operation of the District systems.

- Prepares information for the purpose of documenting activities, providing written reference, and conveying information.

- Recommends a variety of actions (e.g. system change, rollout requirements, etc.) for the purpose of allowing the District and Board to make informed decisions.

- Researches a variety of work-related topics for the purpose of gathering information, remaining current in the field, and recommending procedures and purchases.

- Responds to inquiries from a variety of stakeholders for the purpose of providing technical support, resolving issues, and making recommendations.

- Troubleshoots malfunctions for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effectivefunctioning of the work unit.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring, and troubleshooting software; adhering to safety practices; planning and managing projects; scripting and programming; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy, and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; data security; project management; API; and processes and methodology.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; maintaining confidentiality; and working nonstandard hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impactthe organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

Experience: Four years of network administration experience and administering network operating systems.

Education (Minimum): Community college and/or vocational school degree with study in job-related area. Associates/Bachelor's Degree in computer science and Cisco, Microsoft, Google Certifications preferred.

Required Testing	**Certificates and Licenses**
None Required	Valid Driver's License
	Ladder and Lifting Training

Continuing Educ. / Training	**Clearances**
Maintain Certificates and/or Licenses	Criminal Background Clearance
District Mandated Training	Tuberculosis Clearance

FLSA Status	**Approval Date**	**Salary Grade**
Non Exempt	December 14, 2021	Range 42

Revised Date