

SCHOOL DISTRICT OF ST. JOHNS COUNTY

SERVER ADMINISTRATOR I

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associates Degree in computer information systems, computer networking , or related field, or
- (2) Equivalent formal technical training in server based system design and support.
- (3) Minimum of three (3) years successful experience in systems or computer hardware and /or software support.
- (4) Minimum of two (2) years of experience configuring/supporting/troubleshooting Microsoft Active Directory and Windows/Linux/Unix servers and systems.
- (5) MCSA (Microsoft Certified Server Administrator) and MCTS (Microsoft Certified Technology Specialist) level certifications desired.
- (6) Valid Florida Driver License.
- (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Microsoft's directory structure and system administration Basic knowledge and understating of the configuration, security and maintenance of Windows based servers and storage systems. Basic understanding of Active Directory group policies and their use. Basic knowledge of virtual server environments and how virtual servers function. Basic understanding of batch programming used in server administration. Basic understanding of LAN and WAN networking and how servers operate on a network. Understanding of DNS, Web, File, and Print services. Ability to plan, organize and prioritize activities related to this assignment. Ability to analyze, interpret and use data in decision-making. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to remain current and adaptable to new technologies as they relate to the position. Ability to communicate clearly in writing and verbally. Ability to clearly articulate ideas, problems, and solutions with staff and users. Ability to quickly and systematically troubleshoot problems and implement corrective actions. Ability to interact well with people at various levels in a team environment.

REPORTS TO:

Assistant Director of Network Services, IT Department

JOB GOAL

To administer and maintain the District's physical/virtual server and storage systems. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

SERVER ADMINISTRATOR I (Continued)

Service Delivery

- * (1) Install, maintain and update physical servers and storage hardware as assigned.
- * (2) Assist in the configuration and maintenance of physical and virtual server environments to increase resource performance, reliability and redundancy as assigned.
- * (3) Assist in configuration and maintenance of Windows file, Active Directory, application, network and web servers and associate software.
- * (4) Assist in the support and maintenance of the District's back-up software/hardware and other storage systems.
- * (5) Assist in the monitoring of server based systems and respond to issues as they arise.
- * (6) Configure server based systems to protect sensitive information and to apply appropriate levels of protection.
- * (7) Monitor, analyze and manage system performance using Microsoft SMS (Systems Management Server), Microsoft SCCM (Systems Center Configuration Manager) and Microsoft SCOM (Systems Center Operations Manager) as required.
- * (8) Provide support for server-based software and systems to district and school-based personnel as required.
- * (9) Provide assistance to School, Regional, and District Technology Support Specialists as required.
- * (10) Assist in maintaining the security posture, configuring security profiles and documenting security procedures.
- * (11) Assist in implementing Information Systems security strategies, procedures, and practices.
- * (12) Collaborate with functional areas of Information Technology and the district to better support operational and security goals.

Expectations of All Employees

- * (13) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (15) Ensure adherence to good safety standards.
- * (16) Maintain confidentiality regarding school/workplace matters.
- * (17) Model and maintain high ethical standards.
- * (18) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

Staff Development

- * (22) Engage in a continuing improvement of professional skills and knowledge.
- * (23) Provide inservice training to departments and schools as needed.
- * (24) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Inter/Intra-Agency Communication and Delivery

- * (25) Communicate effectively with staff and administrators.
- * (26) Use effective, positive interpersonal communication skills.
- * (27) Respond to inquiries and concerns in a timely manner.
- * (28) Serve on school/District committees as required or appropriate.

SERVER ADMINISTRATOR I (Continued)

System Support

- * (29) Keep supervisor informed of potential problems or unusual events.
 - * (30) Represent the District in a positive and professional manner.
 - * (31) Exhibit interpersonal skills to work as an effective team member.
 - * (32) Follow federal and state laws as well as School Board policies, rules and regulations.
 - * (33) Demonstrate support for the school district and its goals and priorities.
 - * (34) Demonstrate initiative in identifying potential problems or opportunities for improvement.
 - * (35) Prepare all required reports and maintain all appropriate records.
 - * (36) Participate in cross-training activities as required.
- Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Job Description Supplement

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.
This position may be required to work beyond a 40-hour work week on an as needed basis.
Classification: Administrative, Managerial and Confidential

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:

65027

BOARD APPROVED:

REVISED: Board Approval September 2010
March 2012