

DISTRICT COMPUTER SYSTEMS ADMINISTRATOR

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| FLSA Status: | <i>Exempt</i> |
| SPA License Status: | <i>Non-licensed/No Contract</i> |
| SPA Probation: | <i>One Year</i> |
| Supervisor: | <i>Director of Information Technology</i> |
| Supervises: | <i>None</i> |
| Salary Schedule: | <i>Management & Administrative Support, Range 4</i> |
| Terms of Employment: | <i>8 hours / 12 months</i> |
| Job Goal: | <i>Provide high-level technical support and critical systems administration within a broad scope, ensuring enterprise information technology utilization is effective and secure.</i> |

Minimum Qualifications

- 1. Bachelor's degree in a Technology-related major from accredited college institution or university.*
- 2. Four years' experience with configuration, maintenance, repair and support of contemporary enterprise computing platforms, including operating systems, servers, virtualization, networking, and enterprise applications.*
- 3. Two years' experience planning and maintaining current enterprise level data restoration services and disaster recovery strategies.*
- 4. History of effective project management.*
- 5. Advanced knowledge of data, voice and media interoperability as demonstrated by work history.*

Job Duties

- 1. Support sites, programs and services as stipulated by the position's funding source(s).*
- 2. Accept modifications to duty assignments and associated schedules as identified by supervisory staff in support of district operations and commitments.*
- 3. Perform approved information technology system administration duties as directed, required or mandated, to meet strategic goals of the district.*
- 4. In accordance with departmental policy, provide technical expertise, support and management of designated information technology services and perform specified system security duties. Areas of responsibility will be adjusted as services are added and retired.*
- 5. Analyze problems impacting performance of information technology operations and submit remediation proposal(s) as identified in Information Technology Infrastructure Library (ITIL) 2011 Change Management and Release Management processes.*
- 6. In the absence of District Computer Systems Administrator – Senior, prepare and submit*

security status reports at the organization-defined frequency, develop mitigation plans addressing vulnerabilities and exposures for approval. Implement approved mitigation plans.

- 7. In the absence of District Computer Systems Administrator – Senior, be available to respond to incidents outside of regular business hours, when engaged by designated “on-call initiator(s)”, in accordance with department policy.*
- 8. Develop and maintain effective, reliable, practical and secure data restoration / disaster recovery services. Maintain all related documentation, including in-depth procedural guide(s).*
- 9. Maintain department approved maintenance program and schedule for designated information technology systems and services.*
- 10. Maintain detailed and current documentation for designated information technology systems and services.*
- 11. Assume responsibility over incidents which cannot be solved immediately with the means of first level support, as identified in Information Technology Infrastructure Library (ITIL) 2011. If necessary, request external support from software or hardware manufacturers with the goal to restore a failed IT Service as quickly as possible.*
- 12. Adhere to the behavioral requirements of working in a public education environment.*
- 13. Track task status and task time using designated service management application(s).*
- 14. Apprise supervisor and designated staff of current work location using established department method.*
- 15. Test new systems and upgrades in a controlled environment, preparing them for staging and deployment into a production environment.*
- 16. Maintain accurate inventories of all equipment and licenses utilized by the department, site, application, system or process.*
- 17. Plan and execute all activities to avoid or minimize negative impact on classroom instruction and administrative operations.*
- 18. Practice secure computing practices at all times and ensure actions are consistent with district standards and industry best practices.*
- 19. Be accountable to any designated staff at any district site.*
- 20. Provides support, guidance, and mentoring, as requested or as directed.*
- 21. Agrees to fulfill performance responsibilities in assigned location(s).*
- 22. Adhere to educational guidelines as defined by the New Mexico Public Education Department.*
- 23. Attends required professional development trainings.*
- 24. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
- 25. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
- 26. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
- 27. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
- 28. Working outside of assigned work schedule may be required.*
- 29. Perform such other tasks as may be assigned within parameters of the job description and job analysis.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines, equipment, and works commensurate with the responsibilities of the job and scope of work.

WORKER TRAITS—Aptitudes

- 1. Verbal ability required to understand oral and written instructions*
- 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
- 3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
- 4. For further information regarding worker traits, please see attached job analysis*

EVALUATION

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

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ *Date* _____

Approved By _____ *Date* _____

