OCSD Job Description

POSITION TITLE: Systems Administrator
DEPARTMENT: Technology
REPORTS TO: Director of Technology

OBJECTIVE: The Systems Administrator is responsible for designing, implementing, securing, and maintaining the district's enterprise server and systems environment. This includes managing physical and virtual servers, storage systems, and enterprise applications to ensure reliability, performance, and security. The Systems Administrator serves as a key member of the district's internal cybersecurity team, helping to fortify systems against malicious threats, ensure compliance with security standards, and support the district's mission to provide secure, reliable technology services for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all aspects of the district's server and systems environment, including installation, configuration, deployment, patching, monitoring, and performance tuning.
- Create and manage virtual servers and environments to support District applications and projects.
- Implement and maintain enterprise system standards, including imaging, group policies, and configuration baselines.
- Review, document, and deploy vendor-supplied patches, firmware, service packs, and hotfixes in accordance with industry best practices and cybersecurity frameworks (e.g., NIST, CISA).
- Monitor system performance and logs to proactively identify and resolve issues or vulnerabilities.
- Manage, test, and verify data backups and restoration processes to ensure data integrity and disaster recovery readiness.
- Collaborate with external vendors and service providers on system integrations, software provisioning, and application support.
- Maintain directory services and enterprise authentication systems, including user accounts, permissions, and group policies.
- Assist in maintaining and enhancing the district's cybersecurity posture through system hardening, vulnerability assessments, and implementation of access control and monitoring.
- Participate in the District's Incident Response, Disaster Recovery, and Business Continuity planning and exercises.

- Provide technical guidance and support to Technology Department staff and school-based technology teams.
- Configure and manage server-based and cloud-hosted applications for enterprise and local area network use.
- Maintain asset inventory and software licensing compliance for assigned systems.
- Document all configurations, system changes, and operational procedures to support knowledge sharing and continuity of operations.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS/EXPERIENCE

- Perform other related duties as assigned.
- Bachelor's degree in Information Technology, Computer Science, or a related field; relevant experience may substitute for education on a year-for-year basis.
- Minimum of two (2) years of experience in systems administration or equivalent technical support role preferred.
- Working knowledge of virtualization technologies (e.g., VMware, Hyper-V, or equivalent).
- Demonstrated experience with Windows Server environments, Active Directory, and Group Policy management.
- Knowledge of cybersecurity best practices, principles of least privilege, and security administration for various operating systems and software.
- Familiarity with network protocols (DNS, DHCP, TCP/IP) and network security concepts.
- Experience with backup and disaster recovery solutions.
- Strong analytical, troubleshooting, and problem-solving skills.
- Excellent written and verbal communication skills.
- Self-directed and able to manage multiple priorities with minimal supervision while working collaboratively as part of a team.

Preferred Certifications:
One or more of the following certifications is preferred:
Microsoft Certified: Windows Server Hybrid Administrator Associate
Microsoft Certified Solutions Associate (MCSA): Windows Server
Microsoft Certified Solutions Expert (MCSE): Server Infrastructure
Network+ or Security+
Certified Information Systems Security Professional (CISSP) or equivalent

Physical Requirements:

- Self-directed and able to manage multiple priorities with minimal supervision while working collaboratively as part of a team.
- Ability to lift and/or carry up to 50 pounds.
- Ability to lift and/or carry up to 50 pounds unassisted.
- Ability to stoop, bend, crawl, kneel, stand, reach, squat, and climb ladders as required for equipment installation and maintenance.
- Ability to travel between District sites and to offsite meetings as needed.