JOB DESCRIPTION	PERTH AMBOY BOARD OF EDUCATION

SYSTEMS ADMINISTRATOR

QUALIFICATIONS:

1. Bachelor's Degree in a computer related discipline or Professional Certification (MCSE or Systems Network Administration), or Equivalent job related experience.

REPORTS TO: Director of Information Technology

EXPERIENCE:

Extensive knowledge of various operating systems including: Windows 95, 98, NT, NT Server, Win 2000 Professional and Server, Apple OS, Unix, AS-400/RPG400, etc. Extensive experience with: Proxy Server, Exchange Server, Network Management, Database Management, Disaster Recovery, etc. Should posses strong organizational and communication skills.

DUTIES AND RESPONSIBLITIES:

1. Cooperatively work with administrative staff and the Director of Information Technology Systems to budget, plan, coordinate and implement specific technological systems for the district. Plan and budget yearly expenditures for the district based on needs assessed at the building levels; assist in managing the implementation of technology projects initiated by the district, working with vendors, architects and contractors to ensure project integrity; as well as plan for ongoing upgrades and maintenance of all hardware systems.

2. Administer the daily functions related to the district's Network Operations Center.
    Such duties entail the following:
    - Administrative: AS-400 and associated systems
    - Educational: Central & remote NT Servers providing various services
        including: print & file, Internet access, District & Internet E-Mail, CD-ROM Services, Student Account Services, Intranet Services, and general Network Administration Services.

3. Manage the hardware maintenance and upgrade process, providing direction and assistance to those personnel who will be delivering these services.

4. Maintain and enforce district technology standards and procedures for all equipment and the use of same.

5. Maintain and enforce policies and procedures regarding the purchasing, use and licensing of software. Maintain documentation for same.

6. Manage and maintain district level services such as: E-mail, Internet Access, Network Security, Content Management, Virus Protection, Disaster Recovery and Backup Services.

7. Work with district staff to develop, implement and apply Web content for: 1). the district Website; 2). the district Intranet; 3). Student Applications.

TERMS OF EMPLOYMENT:

12-month salaried position with agreement and approval of the Perth Amboy Board of Education.

Dated Adopted: June 28, 2001