



David Douglas School District #40

Job Description

SUPERVISOR

SYSTEMS ADMINISTRATOR / (NETWORK SUPPORT) – CLASSIFIED EXEMPT

Schedule: 8 hours per day / 12 months per year

Salary: Classified Exempt 2

POSITION PURPOSE

The System Administrator/ Network Support position provides district level support for servers, data disaster recovery/retention, student and staff automation, phones, bells/clocks/intercoms, and network support.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor. Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Employee has considerable latitude in interpreting and applying policies, rules and regulations. Work is measured mainly through the observance of results obtained.

NATURE AND SCOPE OF RESPONSIBILITIES

- May include, but are not limited to, the following:

- Works directly with outside vendors to obtain software, hardware, and services
- Is the lead for physical servers and virtual machines, assist with maintaining data center hardware, software and networking
- Manages and maintain UPS (battery backup) systems including battery replacements
- Manages and maintain district phones, VOIP telephony services, analog and digital telephony
- Works in conjunction with the Maintenance Department to:
 - Set school bell schedules, work with intercom software, and clocks
- Supports Disaster recovery and associated operating systems and software
- Provides wireless and wired network support
- Maintains acceptable levels of performance of mission critical technology systems
- Assists in the planning, implementation, and deployment of Directory Services and Automation systems
- Investigating new and emerging technologies and pilots the technologies
- Develops procedures and documentation for the various technology systems
- Stays current with technological developments in systems administration technology and recommends ways for the district to take advantage of new technology
- Meets financial requirements by submitting information for budgets; monitoring expenses
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Proactive, solution focused, and service orientated
- Protects organization's value by keeping information confidential
- Other duties as assigned

QUALIFICATIONS

- Experience with K-12 System Administration including virtual servers and backup (VMWare/NetApps or similar)
- Experience with Linux/Unix and writing scripts
- Experience with Filewave, Windows Server, MacOSX, ChromeOS
- High School diploma or equivalent
- At least (2) years of coursework in Computer Science or a related field from an accredited college, technical school or university, or two (2) years on the job training in systems and web management

QUALIFICATIONS continued

- SQL or other database experience
- A valid Oregon driver's license and meet insurance requirements to drive district vehicles- must be able to drive to various locations
- 21 years of age or older with work experience
- Ability to work harmoniously with others
- Ability to communicate appropriately and effectively (Orally and in writing) with others

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

Physical Requirements

Light to moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Must be able to travel to schools within district.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.