Job Description

Title: Assistant Systems Administrator
FLSA Status: Exempt
Classification: Administrative Support
Immediate Supervisor: Director of Technology

Job Summary: This position is responsible for the installation, configuration, maintenance, and upgrades of the district’s wireless network and VOIP phone system. Additionally, this position assists with the district’s network and server operations and is responsible for network cabling infrastructure.

Hiring Specifications:

Education
- Associate’s or bachelor’s degree in computer networking, computer science, computer information systems, management information systems or equivalent

Certification
- None required

Experience
- Experience with computer servicing and software
- Experience with troubleshooting computer problems
- Experience with wired and wireless Ethernet networks
- Experience communicating with a diverse user group

Skills, Knowledge & Abilities
- Willingness to learn and keep technical skills current
- Ability to troubleshoot problems and come to a resolution
- Ability to communicate with a diverse group of people with varying technical backgrounds
- Leadership qualities to lead the district’s technology support specialists
- Demonstrated experience as a self-starter
- Ability to work independently and in a team environment
- Good organizational skills
- Ability to maintain confidentiality
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

Technology Requirements
- Knowledge of computer servicing and software
- Knowledge of various Microsoft operating systems
- Knowledge of A/V systems
- Knowledge of computer hardware
- Knowledge of VOIP phone systems
- Knowledge of Ethernet networking maintenance
- Knowledge of wireless networks
- Knowledge of physical network cabling
Supervision of Others:
  • N/A

Personal Contacts:
  • All district personnel
  • Technology staff members

Job Duties (Essential Functions indicated with E):

1. Installs, maintains and upgrades computer hardware, peripherals, software, and other technology equipment. E
2. Delivers and configures new hardware/software. E
3. Orders parts.
4. Maintains accurate records of service status and resolution through the district’s help desk system. E
5. Maintains accurate inventory records for all district equipment. E
6. Troubleshoots hardware/software problems for computers as well as peripherals and other equipment. E
7. Assists in maintaining the district’s network, including troubleshooting and infrastructure configurations. E
8. Responsible for the district’s physical network, including determining needs and implementing solutions.
9. Configures and maintains the district’s wireless network. E
10. Configures and maintains the district’s VOIP phone system. E
11. Administers the district’s enterprise anti-virus software. E
12. Assists in maintaining the district’s servers E
13. Responds to and resolves system and network outages. E
14. Maintains professionalism at all times. E
15. Mentors district staff on the effective use of available technology. E
16. Mentors other technology support specialists in troubleshooting and other skills. E
17. Performs other duties as assigned.

Physical Requirements:

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<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tbody>
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<td>A. Standing</td>
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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>F. Reaching</td>
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<td>G. Climbing/Stairs</td>
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<td>H. Driving</td>
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<tr>
<td>I. Lifting</td>
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<td>J. Carrying</td>
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<td>K. Manual Dexterity Tasks</td>
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<tr>
<td>Telephone</td>
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<td>Computer</td>
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<td>Other</td>
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### Working Conditions

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<td>Outside</td>
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<td>Extremes in temp/humidity</td>
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**Terms of Employment:** Twelve-month contract per board policy and administrative guidelines.

**Date Last Revised:** 10/6/10