

Poquoson City Schools
JOB DESCRIPTION

TITLE: Systems Administrator

This position is x exempt or non-exempt

PRIMARY FUNCTION: Responsible for all components of the maintenance and installation / configuration of server infrastructure for Poquoson City Public Schools and the City of Poquoson.. Provides technical expertise and leadership on behalf of PCPS in the management and performance of physical servers, virtual servers, electronic mail systems, user accounts, MS System Center, scripting, security groups, group policies and software deployments. Installs and maintains file servers and serves as an expert for various network and software applications. Helps to manage the School Division's flow of information and data systems, performs routine maintenance of virtual and physical servers and completes other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in computer science, electronics, or related technical field preferred, or a technical study program from a trade school or previous employer (such as the military)
- Microsoft Certified Systems Engineer (MCSE) certification in the current version of Windows
 - MS group policy creation & management (highly preferred)
 - MS Active Directory – LDAP/User Account management (required)
 - Appropriate script creation to support above skills (required)
- Three to five years' experience installing and maintaining virtual servers, MS server 2012 and/or 2008R2 operating systems, file servers, Active Directory, MS System Center
- Three years technical experience diagnosing and resolving server operating systems problems and software problems in addition to installing and maintaining system level computer systems or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Demonstrate strong leadership, organization, and management skills
- Ability to establish and maintain effective, professional, working relationships with PCPS administration, employees, and customers
- Ability to communicate effectively both orally and in writing
- Ability to prepare technical reports, memorandum, and documentation from raw data
- Ability to stay abreast of and analyze advancements and trends in the microcomputer network industry and to make recommendations for changes and improvements to network systems when advisable
- Ability to stoop, kneel, bend, and reach when working with personal computer equipment, peripherals, and associated electronic network equipment and to lift fifty (50) pounds unassisted
- Ability to grasp, hold, and manipulate tools and computer parts
- Ability to climb a ladder while carrying twenty-five (25) pounds unassisted
- Valid VA driver's license and insurability required

GENERAL PERFORMANCE RESPONSIBILITIES:

- Complete physical system infrastructure management for PCPS and the City of Poquoson
 - Planning, setup, management, maintenance & documentation
 - Engineering & management of physical servers
 - Setup, configuration, RAID etc..
 - Collaborates with vendors to ensure proper interoperability of systems
 - Plans for expansion and scalability
 - Setup and configure servers for the following, domain controllers, file servers, application servers, SIS servers, web servers, radius servers, Hyper-V servers, DNS, DHCP, AD, print, System Center, volume activation, Sharepoint servers
- Creates scripts using Windows PowerShell ISE & batch scripting
- Administers user accounts, electronic data and permissions for PCPS and City of Poquoson

- Infrastructure, file space management, documentation
- Manages OU structures, passwords, scripts, policies, access
- Administers virtual system infrastructure management
 - Setup, testing, troubleshooting, management, maintenance and documentation
 - Hyper-V – Server and system virtualization (preferred)
 - Setup and maintain, domain controllers, member servers, file servers, app servers, web servers/IIS and Apache, SIS, radius servers, print servers etc...
 - HA/redundancy/DR planning and implementation
- Administers and maintains electronic mail systems for PCPS and City of Poquoson
 - MS Exchange setup and administration
 - Mail system evaluation and maintenance
 - User and file space management
 - Archiving, SSL certificates etc..
- Administers Active Directory for PCPS and the City of Poquoson
 - Planning, setup, testing, maintenance, security groups, distribution groups, service accounts GPPs, etc.
 - Group policy for accounts, file structure, registry entries, PC management, software point in time scripts etc..
 - Manages Group Policy for accounts, file structures, registry entries, software settings, point in time scripts & computer system management
- OS, software deployments and Windows updates
 - Planning, setup, management, testing, deployment of multiple OS packages
 - Planning, setup management, testing deployment for Windows updates
 - Complete application software management and deployments
- Administers System Center Server (SSCM, SSVMM, SSMOM) management experience
 - Deployments/package creation when necessary, transforms etc..
 - Updates (all types)
- Manages WSUS/RIS- OS and software deployments
- Provides technical support and setup for all types of electronic testing (PCPS)
- Manages and assists in the maintenance of camera based security systems
- Creates and maintains a technical log of area specific passwords, codes, and technology/building specifics. C/c up-to-date information to the Director of Accountability and Technology and the Coordinator of Technology
- Maintains and troubleshoots technology Pre-kindergarten-12 and administration on Windows platforms and software
- Researches and assists in the purchasing of district technology
- Assists with the planning and organization of the overall activities of electronic data processing, including systems analysis, programming, exports and imports and computer operations activities related to the flow of electronic data for effective and efficient operation
- Assists with the establishment of network security policies. Assists with the implementation of Security policies and aids in the enforcement of division acceptable use policies
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and appointment length 248 days

REPORTS TO:

Director of Accountability & Technology

EVALUATION:

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

October 2014