

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SYSTEM ADMINISTRATOR III, SENIOR ENGINEER

SALARY SCHEDULE: SSP- 16

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in Computer Science, Computer Studies or related technical field or high school diploma with active Microsoft certification and ten (10) years' experience.
- (2) Minimum of seven (7) years of experience in enterprise systems administration.
- (3) Industry standard certifications related to Microsoft are preferred but must obtain at least one within two years of employment in position.
- (4) Demonstrated experience designing and maintaining a Windows Active Directory Structure and Azure AD.
- (5) Demonstrated experience designing and maintaining a Microsoft Office365 environment.
- (6) Demonstrated experience designing and maintaining current hyperconverged platforms.
- (7) Demonstrated experience designing and maintaining current data storage systems.
- (8) Demonstrated experience designing and maintaining current hypervisor technologies.
- (9) Demonstrated experience designing and maintaining Microsoft Web Servers, IIS, and certificates.
- (10) Demonstrated experience designing and maintaining current application delivery and load balancing solutions.
- (11) Demonstrated experience designing and maintaining current cloud services infrastructures.
- (12) Demonstrated knowledge and understanding of current back-up solution suites.
- (13) Demonstrated knowledge and understanding of best practices related to advanced threat protection.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be capable of learning new applications relating to District Network communications. Must be able to coordinate with other Support Personnel and Systems Engineers to implement existing or new technologies on a wide area network relating to products that run on the Microsoft Networking platform. Must have sufficient knowledge of the aforementioned applications to design, install, manage, maintain and troubleshoot these applications or systems. Knowledge of Storage Area Network (SAN) technology and design of network storage systems. Will be responsible for transferring the existing standalone servers to a SAN storage solution and maintaining them. Knowledge and skill in use of test equipment, tools and new technical developments needed to perform assignments. Knowledge of operation of computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to work cooperatively with a variety of people. Ability to make decisions based on relative information. Possess good interpersonal and communication skills. Ability to manage time effectively.

REPORTS TO:

Manager of Infrastructure and System Administration

JOB GOAL

To provide quality systems service to a wide area network environment for the District while researching and testing new technologies and solutions for future needs and growth.

SUPERVISES:

N/A

SYSTEM ADMINISTRATOR III, SENIOR ENGINEER (Continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist technical support personnel in managing and implementing enterprise infrastructure solutions.
- * (2) Review requirements of proposed systems and submit recommendations.
- * (3) Evaluate system performance and provide information for problem resolution.
- * (4) Demonstrate initiative in the performance of assigned responsibilities.
- * (5) Provide schedules and plans to complete tasks as required.
- * (6) Maintain appropriate records and documentation on all managed systems.
- * (7) Maintain confidentiality regarding school matters.
- * (8) Follow all School Board Policies, rules, and regulations.
- * (9) Participate in workshops and training sessions in new and existing technologies.
- * (10) Exhibit interpersonal skills to work as an effective team member.
- * (11) Keep supervisor informed of potential problems.
- * (12) Communicate effectively with staff and vendors.
- * (13) Model and maintain high ethical standards.
- * (14) Respond to inquiries or concerns in a timely manner.
- * (15) Set up and assist with necessary network systems, including security, menus, print management, database and communications.
- * (16) Train customers regarding network services of the LAN.
- * (17) Provide for one or more specialized area of applications / operating system support.
- * (18) Make decisions and set priorities within the guidelines established by the supervisor.
- * (19) Provide for a safe and secure workplace.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain positive relationships with staff and vendors.
- * (22) Participate in workshops and training sessions as required.
- * (23) Prepare all required reports and maintain all appropriate records.
- * (24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities