

BOYERTOWN AREA SCHOOL DISTRICT
Job Description

Position Title: Jr. Systems Administrator
Reports to: Director of Information Technology

SUMMARY: Under the general supervision of the Director of Information Technology, works in conjunction with the Sr. Systems Administrator and shares responsibility for the specification, selection, installation, configuration, system management and operation of all server hardware and software for the Boyertown Area School District. The Jr. Systems Administrator works as part of the Information Technology Services Team to maintain all server related assets applications and services. Performs other related duties as assigned to support an effective and thorough educational program for the students in the Boyertown Area School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(other duties may be assigned)*

The Jr. Systems Administrator shall:

1. Provide leadership in the resolution of technical support issues for the District.
 - Maintain, monitor and troubleshoot district physical and virtual server infrastructure
 - Maintain, monitor and troubleshoot district Windows/Apple server environment
 - Maintain, monitor and troubleshoot district network based services: File and Print services, Email, Active Directory, DHCP/DNS/WINS
 - Maintain, monitor, and troubleshoot district messaging and meeting systems
 - Configure, maintain, monitor, and troubleshoot district document imaging solution
 - Configure, maintain, monitor, and troubleshoot windows software deployments
 - Monitor and troubleshoot district door security access system
 - Provide and maintain documentation of backup processes and retention periods
 - Provide Tier 3 support for customers and technical staff
 - Provide and test backup and disaster recovery processes and procedures
 - Develop and provide training and technical documentation for ITS staff members
 - Work with vendors in the research, development and implementation of server technologies
 - Prepare and maintain written documentation of district server and application environments
 - Work with department leaders implementing new software and hardware technologies
 - Work with vendors in the process of troubleshooting escalated incidents
 - Work with Senior Systems Administrator implementing new sever technologies
 - Work with Senior Systems Administrator implementing new computer technologies
 - Participate in appropriate in-service and workshop programs and attend any required meetings
 - Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic

- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION:** AS Degree in Computer Science or related field.
- **EXPERIENCE:** Four (2) years' experience providing information technology administration services. *Certification from recognized programs that indicate mastery of systems, tools and techniques relevant to the assignment may substitute for up to six months of experience.*
- **CERTIFICATES, LICENSES, REGISTRATIONS:** Act 114 – FBI Federal Criminal History, Act 34 - Criminal History Clearance and Act 34 - Criminal History Clearance and valid PA Driver's License required for hire. Certification in Microsoft Office Core: MS Word, MS Excel, MS PowerPoint and MS Outlook; Certification from recognized programs that indicate mastery of systems, tools and techniques relevant to the assignment; required within one year after entering into the position.
- **LANGUAGE SKILLS:** Ability to write reports, peer correspondence, and procedure manuals. Ability to present information effectively and respond to questions from groups of faculty, staff and peers.
- **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**
 - Working knowledge of LAN and WAN topologies and architecture.
 - Strong working knowledge of Microsoft server, Microsoft Active Directory and Microsoft email systems.
 - Working knowledge of Server and PC operating systems - such as Windows 2008 and 2012, PC operating systems such as Windows 7 and 8.
 - Strong working knowledge of monitoring and tuning systems to achieve optimum performance levels.
 - Strong working knowledge of configuring and maintaining VMware and virtual environments.
 - Experience in configuring and running Microsoft DHCP and DNS services.
 - Must have a working knowledge of IP Telephony.
 - Working knowledge PC hardware and components including processors, mother boards, accessories, cards, peripherals.
 - Working knowledge of PC/LAN application software including word processing (MS Word), spreadsheets (MS Excel) and E-Mail (MS Outlook).
 - Strong working knowledge of managing multiple linked databases to include security, data safety and integrity, disaster recovery, and development of bulk data import/export procedures.

- Develop effective working relationships with customers, co-workers and administration.
 - Ability to make contacts with other departments, requiring tact and judgment to avoid friction; frequent contacts with administrators on matters requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; regular and frequent outside contact with persons of high rank requiring tact and judgment; requires well developed sense of strategy and timing.
 - Ability to interface with technical and engineering personnel in order to discuss technical issues pertaining to problems, purchases or technical specifications.
- **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 - **OTHER SKILLS AND ABILITIES:** Ability to establish and maintain effective relationships with students, staff, and peers; skill in oral and written communication; skill and patience in listening.
 - **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee frequently is required to walk and stand. The employee must occasionally lift and/or move up to 40 pounds such as switches, routers, servers and computers. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus, such as to work on computers. The ability to travel to other buildings is required. The position may require the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and performed indoors.