SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SYSTEM ADMINISTRATOR COORDINATOR
SECURITY & FIREWALL MANAGEMENT

SALARY SCHEDULE: SSP-12
COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:
(1) Possess or obtains within 18 months of hire date a current MCSE/MCITP certification.
(2) Associate’s Degree or higher in Computer Science, Computer Studies or Computer related field preferred.
(3) Minimum of five (5) years successful experience working in network and server software support with appropriate supervision.
(4) Minimum of five (5) years successful experience in installing and maintaining enterprise level systems, server operating systems and applications software.
(5) Knowledge and experience in working with virtualized environments.
(6) Knowledge and experience working in Microsoft Server platforms.
(7) Demonstrated ability and experience working in Active Directory, DNS & DHCP & Group Policy Objects.
Knowledge and experience working with report auditing software (Log & Event Manager LEM, Nessus Pro & ADManager Plus).
(8) Knowledge and experience working with Digital Forensics applications (Encase, Autopsy, Kali Lunix Suite).
(9) Demonstrated ability and experience working in Fortinet Enterprise Firewall (Fortigate 3700D)
(10) Demonstrated ability and experience working in Fortinet Enterprise (FortiAnalyzer 3000F)
(11) Current CJIS certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and skill in the use of test equipment, tools and new technical developments needed to perform assignments. Knowledge to operate 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 relevant information. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public. Ability to organize and prioritize activities. Ability to work alone and with others. Possess good interpersonal and communication skills. Ability to manage time effectively.

REPORTS TO:
Manager of Infrastructure and System Administration

JOB GOAL
To provide advanced software and training support and customer assistance needed for the installation of systems, peripherals, applications, servers and work stations. Promote the success of students and staff of the Sarasota School District.

SUPERVISES:

PERFORMANCE RESPONSIBILITIES:

* 1. Daily operation of all Fortinet firewalls (e.g. configuring, upgrade, rule creation and modification, etc.).
* 2. Setup and manage Site to Site VPN connections.
* 3. Monitors firewall system resource allocation and utilization.
* 4. Perform root cause analysis utilizing packet captures, logs and other analytical tools.
* 5. Review requirements of proposed systems and submit recommendations for improvement.
* 7. Evaluate system performance and make recommendations for improvement.
* 8. Change Management procedures set forth by the department.
* 9. Act as a supporting liaison to vendors & customers needing accessibility.
* 10. Provide for one or more specialized area of applications / operating system support.
* 11. Schedule resources and complete tasks as required.
* 12. Make decisions and set priorities within the guidelines established by the supervisor.
* 14. Provide for a safe and secure workplace.
* 15. Model and maintain high ethical standards.
* 16. Follow attendance, punctuality and proper dress rules.
* 17. Maintain confidentiality regarding school matters.
* 18. Maintain positive relationships with staff and vendors.
* 19. Participate in workshops and training sessions as required.
* 20. Communicate effectively with staff and vendors.
* 21. Keep supervisor informed of potential problems or unusual events.
* 22. Respond to inquiries or concerns in a timely manner.
* 23. Prepare all required reports and maintain all appropriate records.
* 24. Follow all School Board policies, rules and regulations.
* 25. Exhibit interpersonal skills to work as an effective team member.
* 26. Demonstrate support for the School District and its goals and priorities.
* 27. Sustained focus and attention to detail for extended periods of time.
* 28. 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