SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SYSTEM ADMINISTRATOR II ACTIVE DIRECTORY & CLOUD COMPUTING

SALARY SCHEDULE: SSP- 15

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:
(1)   Associate's Degree or higher in Computer Science, Computer Studies or Computer related technical field or high school diploma with active Microsoft certification and seven (7) years' experience.
(2)   Minimum of five (5) years successful experience working in network and server software support with appropriate supervision.
(3)   Minimum of five (5) years successful experience in installing and maintaining enterprise level systems, server operating systems and applications software.
(4)   Demonstrated ability and experience in working with virtualized environments specifically relating to VMware.
(5)   Demonstrated ability and experience working in current Microsoft Server platforms.
(6)   Demonstrated ability and experience working in Active Directory, specifically relating to users & computers, sites & services, security permissions, and FSMO operation.
(7)   Demonstrated ability and experience working in DNS and DHCP
(8)   Demonstrate ability and experience in creating, testing and managing Group Policy Objects.
(9)   Demonstrate ability and experience in provisioning shares and using Group Policy to map to network resources.
(10)   Demonstrate ability and experience in properly assigning permissions to users or groups to allow proper level of access to network resources.
(11)   Demonstrate ability, experience, and knowledge of Backup and Recovery practices.
(12)   Demonstrate ability, experience, and knowledge of aspects of SAN storage and San management.
(13)   Demonstrate ability, experience, and knowledge of aspects of Cloud computing.
(14)   Industry standard certifications related to Microsoft Azure are preferred but must obtain at least one within two years of employment in position.

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

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SUPERVISES:

    N/A

PERFORMANCE RESPONSIBILITIES:

* (1)   Assist customers / departments to define technical needs and design and implement the solutions.
* (2)   Manage and maintain Active Directory.
* (3)   Manage Group Policy Objects relating to Active Directory
* (4)   Provision SAN storage and manage and maintain all network shares.
* (5)   Manage and administer all aspects of Cloud Services.
* (6)   Review requirements of proposed systems and submit recommendations for improvement.
* (7)   Set up and assist with necessary network systems, including security, menus, print management, database and communications.
* (8)   Evaluate system performance and make recommendations for improvement.
* (9)   Change Management procedures set forth by the department.
* (10)   Install and maintain all LAN interfaces with the local computer and servers.
* (11)   Provide for one or more specialized area of applications / operating system support.
* (12)   Schedule resources and complete tasks as required.
* (13)   Make decisions and set priorities within the guidelines established by the supervisor.
* (14)   Demonstrate initiative in the performance of assigned responsibilities.
* (15)   Provide for a safe and secure workplace.
* (16)   Model and maintain high ethical standards.
* (17)   Follow attendance, punctuality and proper dress rules.
* (18)   Maintain confidentiality regarding school matters.
* (19)   Maintain positive relationships with staff and vendors.
* (20)   Participate in workshops and training sessions as required.
* (21)   Communicate effectively with staff and vendors.
* (22)   Keep supervisor informed of potential problems or unusual events.
* (23)   Respond to inquiries or concerns in a timely manner.
* (24)   Prepare all required reports and maintain all appropriate records.
* (25)   Follow all School Board policies, rules and regulations.
* (26)   Exhibit interpersonal skills to work as an effective team member.
* (27)   Demonstrate support for the School District and its goals and priorities.
* (28)   Sustained focus and attention to detail for extended periods of time.
  (29)   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