

PUEBLO SCHOOL DISTRICT 60
TECHNICAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Systems Administrator
Prepared Date:	03/09/2021
Revised Date:	9/25/2023
Work Year:	220 Days
Department:	Technology
Reports To:	Director of Technology
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY:

The System Administrator's role is responsible for the implementation, maintenance and support of a variety of technologies to manage and tune in-house computer software systems and network connections to ensure high levels of availability and security of the supported business applications. Contribute to enterprise system design (functional and technical), planning, and implementation. Provide assistance in troubleshooting escalated issues related to system failures and problems. This individual also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with district goals, industry best practices, and regulatory requirements.

QUALIFICATIONS:

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 may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Equivalent of Bachelor's Degree in Computer Science or related field and two (2) years' experience managing applications and/or systems management
- Valid Colorado Driver License and ability to be insured by District Insurance Carrier
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's Degree in Computer Information Systems, IT Management, or related field
- Certifications such as A+, Network+, Server+, Security+, CCNA, MCSA
- Prior experience in a medium to large sized K-12 public school district

SKILLS AND KNOWLEDGE:

- Excellent technical knowledge of network, PC, and platform operating systems, including Windows/MAC-based computer systems, ChromeOS, iPadOS and mobile devices.
- Extensive application support experience with Chrome, Windows, iPadOS, etc.
- Working technical knowledge of current systems software, protocols, and standards, including firewalls, Active Directory, Google Management, iPad and Mac management, networking principals including architecture, device configuration and integration.
- Strong knowledge of local area network administration.
- Hands-on software and hardware troubleshooting experience.
- Experience with data management.
- Experience documenting and maintaining configuration and process information.
- Good understanding of the organization's goals and objectives.
- Knowledge of applicable data privacy practices and laws.
- Strong customer service orientation.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong interpersonal and oral communication skills.
- Adept at reading, writing, and interpreting technical documentation and procedure manuals.
- Ability to conduct research into hardware and software issues and products as required.
- Ability to present ideas and solutions in user-friendly language.
- Highly self-motivated and directed.

- Keen attention to detail.
- Skilled at working within a team-oriented, collaborative environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Participate in and support capacity planning and the development of long-term strategic goals for systems and software in conjunction with end-users and department managers.
- Coordinate with network engineering, business application, and database administration functions to implement desktop and server systems that utilize industry best practices to meet corporate objectives.
- Perform daily system monitoring, including verifying the integrity, security, and availability of all hardware, server resources, systems, and key processes; review system and application logs; verify completion of scheduled jobs such as backups. Monitor and test server systems for consistent, dependable performance
- Plan and implement maintenance actions, contract services, administrative tools, utilities and the configuration/addition of new services on an emerging basis
- Oversee the deployment of workstations, servers, printers, scanners, firewalls, encryption systems, and all host security systems as assigned.
- Manage assigned operating systems and end-user software.
- Configure, manage, and maintain communications systems and solutions (email, IM, video conferencing, voice/telecommunications/VoIP, mobile communications devices including cell phones and hotspots, voicemail, faxing, etc.)
- Assist with connection solutions, including workstation connectivity, local area networks, company Web site, intranet, and Internet applications.
- Ensure industry best practices are utilized regarding privacy, security, and regulatory compliance for all assigned systems and applications
- Configure, manage, and maintain assigned systems. Systems may include Google Apps for Education, as well as district anti-virus, backup, security cameras, mobile device management, content filtering, mass notification, inventory management, service desk,

print servers, applications servers for district testing, other servers and services related to the management of district infrastructure, and other systems as assigned

- Perform and test routine system backups and restores.
- Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers, input/output devices, and workstations. Escalate incidents as necessary.
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
- Support application development teams throughout project lifecycles.
- Analyze system, server, application, network, and input/output device performance.
- Recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.
- Participate in the IT Change Control process as assigned
- Conduct research on emerging products, services, protocols, and standards in support of systems software procurement and development efforts.
- Create required reports in response to user needs. Participate in negotiations with vendors, outsourcers, and contractors to secure software products and services.
- Develop, document, and maintain policies, procedures and associated training plans for system administration and appropriate use.
- Manage and/or provide guidance to junior members of the team.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Technology

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

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|--------------------------------------|---|
| R – Rarely (Less than .5 hr per day) | O – Occasionally (.5 – 2.5 hrs per day) |
| F – Frequently (2.5 – 6 hrs per day) | C – Continually (6 – 9 hrs per day) |
| NA – Not Applicable | |

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.				X	
Lifting Maximum weight: 50 lbs.				X	
Carrying Maximum weight: 50 lbs.				X	

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with moderate to loud noise levels. Occasional travel between district facilities required