



Job Description

Job Title:	Systems Administrator / Network Assistant	Department:	Technology
Schedule:	About 261 days per year / 12 months per year	Reports To:	Director of Technology
Classification:	Range EX 2	Prepared By:	HRA Job #124/DDSD HR
FLSA Status:	Exempt	Prepared Date:	2023
		Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

The System Administrator/ Network Support position provides district level support for servers, data disaster recovery/retention, student and staff automation, phones, bells/clocks/intercoms, and network support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Works directly with outside vendors to obtain software, hardware, and services
- Is the lead for physical servers and virtual machines, assist with maintaining data center hardware, software, and networking
- Manages and maintain UPS (battery backup) systems including battery replacements
- Manages and maintain district phones, VOIP telephony services, analog and digital telephony
- Works in conjunction with the Maintenance Department to:
 - Set school bell schedules, work with intercom software, and clocks.
- Supports Disaster recovery and associated operating systems and software.
- Provides wireless and wired network support.
- Maintains acceptable levels of performance of mission critical technology systems.
- Assists in the planning, implementation, and deployment of Directory Services and Automation systems.
- Investigating new and emerging technologies and pilots the technologies.
- Develops procedures and documentation for the various technology systems.
- Stays current with technological developments in systems administration technology and recommends ways for the district to take advantage of new technology.
- Meets financial requirements by submitting information for budgets and monitoring expenses.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Proactive, solution focused, and service orientated.
- Protects organization's value by keeping information confidential.
- Assists other technology services personnel as needed.
- Perform other duties, as assigned.
- Prompt and regular attendance.



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SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities, may train and support staff in coordination the Director of Technology.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. 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.

- Experience with K-12 System Administration including virtual servers and backup (VMWare/NetApps or similar)
- Experience with Linux/Unix and writing scripts
- Experience with Filewave, Windows Server, MacOSX, ChromeOS
- Advanced skills and knowledge in extracting data from multiple sources, manipulating the data, and generating reports.
- Strong analytical and problem-solving skills.
- Able to tackle problems, identify solutions and follow through to completion.
- Self-starter.
- Manage multiple project responsibilities simultaneously and prioritize work.
- Good oral and written communication skills.
- Good organizational skills.
- Ability to work collaboratively with others.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- High School diploma or equivalent.
- At least two (2) years of coursework in Computer Science or a related field from an accredited college, technical school, or university, or two (2) years on the job training in systems and web management.
- A valid Oregon driver's license and meet insurance requirements to drive district vehicles- must be able to drive to various locations.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.



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REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

The position requires a valid driver's license and the ability to make frequent trips to all the District's schools, grounds, and facilities.

WORK ENVIRONMENT

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

Positions at this level are expected to perform with a high degree of independence for both regular work and special project work. Work is only reviewed on as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available upon request. Work requires extensive decision-making.

Decisions frequently have little precedent and require interaction with others to solve problems, formulate policies and programs and/or arrive jointly at decisions, which affect one or more work units. Full scope management is typically found at this level and above.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.



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Employee Signature:		
Employee Name:		
Date:		
