

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Systems Administrator

Department: Technology

Grade: 8

Date Reviewed: June 2006

Reports To: Chief Technology Officer

Purpose of Job

The purpose of this job is to provide management, administration, and oversight with regard to the technical operation of the server room, to include but not limited to system backups, maintenance and administration of the servers, and support of design and implementation of complex local and wide-area networks of machines.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Keeps critical production and disaster recovery systems available for use.

Maintains software patches and updates to servers and software to industry standards.

Develops and maintains system backups.

Implements and maintains server protection update procedures.

Evaluates and/or recommends server purchases; has strong influence on purchasing process.

Designs/implements complex local and wide-area networks of machines.

Initiates some new responsibilities and helps to plan for the future of the site/network.

Works with the Chief Technology Officer to establish and implement network policies
Functions as the central point of information with regard to system wide network issues.

Administers system at a large site of over 1000 users.

Works under general direction from senior management.

Functions as the central point of information with regard to system wide network issues.

Networking Skills

Experience with non-UNIX operating systems (for example, MS-DOS, Macintosh OS, or VMS).

Experience with internetworking UNIX and other operating systems (MS-DOS, Macintosh OS, VMS).

Experience configuring network file systems (for example, NFS, RFS, or AFS).

Experience with network file synchronization schemes (for example, rdist and track).

Experience with TCP/IP networking protocols (ability to debug and program at the network level).

Experience with non-TCP/IP networking protocols (for example, Appletalk).

Experience with highly complex TCP/IP networks (networks that contain multiple routers and multiple media).

Experience configuring and maintaining routers.

Experience installing/administering VPN.

Security

Experience with network security (for example, building firewalls or deploying authentication systems).

Experience with host security (for example, passwords, ids/gids, file permissions, file system integrity, use of security packages).

Required skills

Strong inter-personal and communication skills; capable of writing purchase justifications, training users in complex topics, making presentations to an internal audience or professional peers, and interacting positively with upper management.

Independent problem solving; self-direction.

Ability to identify tasks which require automation and automate them.

Familiarity with fundamental networking/distributed computing environment concepts; understands principals of routing, the design of consistent network-wide file system layouts.

Experience developing/implementing a site disaster recovery plan.

Ability to install and maintain the network cabling.

Experience installing boards and memory in systems.

Experience with SCSI device setup and installation.

Experience with the specific operating systems, applications, or programming languages (for example Windows OS systems, SQL, SIF)

Experience installing/configuring peripherals (for example, disks, modems, printers, or data acquisition devices).

Experience with board-level diagnosis and repair of computer systems.

Experience with component-level diagnosis and repair of computer system.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Computer Science or a related field required. Three to five years systems administration experience with expertise in Microsoft products and Veritas backup systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Desire experience with MS Exchange, previous experience as a system or database administrator, experience with a site with 100% uptime requirement.

the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and Data Processing practices as they pertain to the performance of duties relating to the job of Systems Administrator. Has thorough knowledge of Data Processing practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good

organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and computer equipment which includes a mainframe computer, personal computer, printer, modem, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for Sedentary to Medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Systems Administrator. Requires the ability to understand and communicate within computer operating systems to include Netware, Appletalk, Windows, Mac OS, etc., and requires an understanding of network protocols to include IPX, TCP/IP and SNMP. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Systems Administrator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Systems Administrator.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date