

Job Title: Systems Administrator I

Supervisor: Supervisor of Information System Services

Position Code:

Pay Grade: 34

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Under the direction of the Supervisor of Information System Services, performs routine work. Work involves assisting team members with the administration of Microsoft Windows and Apple Server Operating Systems, VMware ESX systems, and Dell Compellent Storage Area Network systems; network file and print services, server hardware and software support, server and client patch management. Work requires highly professional customer service to staff and students; assisting staff with resolving issues in functional and enterprise applications. The work is dispatched from the help desk.

Essential Duties

1. Assists with the administration of Microsoft Window Servers and core applications.
2. Assists with the upgrades of hardware and software on Microsoft Window Servers and attached peripheral equipment.
3. Assists with the administration of virtual servers and applications in a VMware ESX environment.
4. Assists with the installation of specialized application systems
5. Assists with the installation and configuration of multiple mobile computing devices.
6. Familiar in the use of tools and equipment employed in testing and repairing of assigned systems.
7. Tracks all work performed in the help desk work order system.
8. Can travel to and from schools/work sites in the performance of duties.
9. Utilizes appropriate safety equipment in the performance of duties.
10. Conforms to all departmental procedures and policies.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Information System Services or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

- Must possess a High School diploma.
- Must be able to demonstrate entry level experience in Microsoft Windows Server administration.
- Must possess a basic understanding of Active Directory, Windows 7 and 8 Clients, Apple clients and devices, TCP/IP protocols, and the Open System Interconnection (OSI) model
- Must possess sound communication, customer service and professional skills.
- Ability to work effectively with team members and, at times, without direct supervision; establish and maintain effective working relationships with co-workers and end-users; utilize time efficiently; follow oral and written instructions.
- Must be able to operate a motor vehicle and possess a valid Virginia Driver's License.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties are performed in the central office and at schools. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions, dust and pollen, regular automobile traffic conditions while driving to/from work sites, electrical shock and toxic/caustic chemicals.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel; and talk and hear. The employee is occasionally required to drive; stand; walk; climb; balance; bend; stoop; kneel; twist/turn; push/pull up to fifty (50) pounds; lift/move up to twenty (20) pounds for at least 35 feet. Specific vision abilities required by this job include color vision, close vision, distance vision, night/dusk vision and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment, centralized computer rooms, on-site locations and outside in the open environment. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions; moving mechanical parts; high precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually moderate and occasionally loud when performing duties in centralized computer rooms.

Supervision Exercised: None

Supervision Received: Supervisor of Information System Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Systems Administrator I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Information System Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date