



Job Description

Job Title: Junior Systems Administrator **Supervisor:** Senior Systems Administrator,
Technology
Position Code: 6E25, FE25 **Pay Grade:** 36
Job Classification: Exempt **Contract Length:** 245 Days

Job Summary

Position is responsible for the district-wide implementation, maintenance and administration of all the school division's Microsoft Windows and Apple Macintosh server systems.

Essential Duties

1. Implements, installs, configures, monitors, troubleshoots, and evaluates existing and new Microsoft Windows server operating systems.
2. Responsible for integration of user workstations, including MAC workstations, with Microsoft Windows server operating systems and Active Directory.
3. Regularly confers with database programmers, analysts, other systems administrators, and users regarding current and prospective system changes and future needs.
4. Provides support to site-managed technical staff regarding system administration and usage.
5. Directs efforts of technicians who are involved in diagnosing and correcting system related failures and performing system management activities; determines logical solutions to complex system administration and application problems.
6. Models nondiscriminatory practices in all activities.

Other Duties

Performs any other related duties as assigned by the Senior Systems Administrator, Technology 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 an Associate's degree in computer science, management information systems, or a related field. Two years of relevant experience with Microsoft Windows server operating systems, Active Directory, Group Policies and TCP/IP networking may be substituted for the Associate's degree. Experience in implementing high availability Microsoft Windows servers in a high speed network and integrating MAC workstations with Microsoft Windows servers preferred. Experience required in writing system documentation, system specifications/requirements, presentations, correspondence, studies, reports, and training materials. Demonstrated ability to properly develop and maintain accurate documentation. Some

experience with multi-homed servers (including Dell) preferred. Must possess the ability to establish and maintain effective working relationships with customers served and systems administration staff. Ability to effectively explain complex technical concepts to both technical and non-technical staff.

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.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical ability to lift up to 25 pounds.

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.

Supervision Exercised: None

Supervision Received: Senior Systems Administrator, Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Junior Systems Administrator will be required to follow any other instructions and to perform any other related duties as assigned by the Senior Systems Administrator, Technology 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

Revised 6/10 (BB)