



DIERINGER SCHOOL DISTRICT

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October 8, 2020

SENIOR SYSTEMS ADMINISTRATOR

OPENING:

Interested and qualified persons are invited to apply for the position of Senior Systems Administrator.

SUMMARY:

Responsible for daily administration and maintenance of server and cloud-based applications as well as identification and prioritization of projects relating to server operating systems and hardware. Will collaborate with the Information Technology Supervisor as well as other district stakeholders to establish and successfully implement district-level technology initiatives. Act as a resource for users and fellow staff by successfully developing, implementing, and supporting servers, network, databases, and web-based applications.

SUPERVISION AND CONTROLS OVER THE WORK:

Works under the general supervision of the administrator responsible for technology support services who assigns areas of responsibility and establishes service standards and priorities. As a senior staff member, employee is expected to proactively identify team projects, exercise a high level of independence, and mentor fellow Technology Support Specialist (TSS) in carrying out assigned work areas and responsibilities. Work is reviewed for compliance with district policy, goals and objectives, timeliness, completeness, system reliability, and system integrity.

MAJOR DUTIES AND RESPONSIBILITIES:

Depending on specific assignment, duties and responsibilities listed may include, but are not limited to the following:

System Administration:

1. Installs and configures systems for email, internet, and content management.
2. Works with the Information Technology Supervisor, fellow leads, TSS staff, Technology Integration Coaches, and District and School Administration to develop departmental wide projects and policies.
3. Monitors system performance, identifies, and tracks problems, conducts troubleshooting of system problems and system integration issues, and performs corrections, adjustments and upgrades or updates as required.
4. Develops infrastructure strategy that covers lifecycle management of server, storage, and cloud-based systems.
5. Establishes, negotiates, and maintains vendor contracts to include performance standards and service evaluation.
6. Mainly serves as a Tier 3 support resource and advisor for Technology Support Services but will also provide Tier 1 and Tier 2 support when needed.
7. Participates in new employee orientations, technology leader meetings, and technical classes relating to system administration team.

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8. Develops interprets, applies, or adapts district technology policies to system operations.
9. Provides escalated support and troubleshooting for all back-end systems and advanced data integration issues.
10. Conducts training of building and central office staff in proper operation and use of networks.
11. Performs other tasks and assumes other responsibilities as assigned.
12. Support and manage virtual clusters and assist with designing and implementing additional clusters
13. Assist the IT Department with VoIP, MDM and computer imaging.
14. Provide support for G Suite, Active Directory and Group Policy configuration and troubleshooting.
15. Wide range of computer desktop, laptop hardware and software experience in a networked windows environment along with support for Windows OS, Chrome OS, iPad OS, and other Apple platforms.

System Management:

1. Planning - Stays abreast of current and emerging technology and related research to identify and recommend long-term (5 year) planning initiatives and strategies. Present or participate in presenting planning proposals to district leadership.
2. Budget - Produces total cost of ownership, life cycle cost, and cost/benefit analysis to support software and hardware recommendations. Develops project cost estimates and participates in budget development.
3. Assessment - Maintains records and reports on system operations. Conducts cyclical system audits and assessments to identify issues and trends that require attention to improve overall system performance, reliability, and effectiveness.
4. Participate in off-site or virtual trainings and meetings to maintain knowledge of current technology trends. Participate in professional development activities as needed or assigned and provides recommendation to meet district technology needs.

Network Administration:

1. Provide top level support and security for firewall, WAP's, routers, switches, servers, and fiber optic network.
2. Maintain documentation regarding back end system configurations, operating procedures, and service records.
3. Manage and support security certificates, wireless network, DFS, web filter and the districts file backup software.
4. Recommend ways to improve/optimize network performance. Assists in long range planning of district networking needs.

QUALIFICATIONS:

1. Bachelor's degree or 4 years of experience working in a G Suite and Windows environment with client computers and servers. VMware Data Center, VLAN experience, and A+ Certification desired. Experience working in an educational environment is preferred.
2. Ability to work independently, without supervision, and to exercise good judgment in fulfilling the responsibilities of the essential job functions.
3. Able to organize work, set priorities, and meet system requirements while maintaining flexibility to respond to unexpected problems and challenges.
4. Ability to maintain confidentiality in all aspects of the job.
5. Ability to learn district specific applications.
6. Ability to conduct long-range planning based on a substantive foundation knowledge of current and emerging technology.
7. Ability to effectively communicate on complex issues with a high level of effectiveness.



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8. Ability to independently research, analyze, problem solve, determine facts, draw sound conclusions, and make reasonable recommendations.
9. Able to build strong teaming relationships and work collaboratively and effectively with other staff, employees, and supervisors.
10. Ability to provide technical advice and instruction to non-technical staff. Includes creation and maintenance of Knowledge Base articles for both technical and non-technical staff.
11. Experience working with KACE and Veeam is preferred.

Physical and Environmental Conditions:

The physical demands and work environment described here 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.

1. While performing the duties of this job, the employee is frequently required to sit, move about, hear, and speak.
2. The employee must occasionally lift and/or move up to 50 pounds.
3. Employee must work in a climate-controlled environment.
4. Office and school environment; frequent interruptions.
5. Travel to various work locations.
6. Work hours may vary to allow computer configurations.

REPORTS TO: Information Technology Supervisor

TERMS:

260 day contract – 8 hours per day / 12-month position (Approx. 7:00 a.m. - 3:30 p.m. subject to change based on the needs of the organization)

Vacation, personal, family illness, and sick leave benefits

Health related benefits

Salary: \$85,500 – \$89,500 DOE

APPLICATION:

Internal candidates please submit a letter of interest. External candidates, please use the link below to apply and upload required documents.

https://ats4.atenterprise.powerschool.com/ats/job_board_form?op=view&JOB_ID=4600210557&REPRESENTATIVE_COMPANY_ID=JA001301&COMPANY_ID=JA001160

This position is open until **filled**.

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