IRVINE UNIFIED SCHOOL DISTRICT

SYSTEMS ADMINISTRATOR III

DEFINITION:
Under the supervision of the Chief Technology Officer, installs, configures and supports complex server-based systems; performs duties related to the development of images, deployment of applications and services and application and infrastructure security; monitors services and applications to ensure availability to system users; analyzes and resolves related issues; gathers information to identify needs, evaluates systems and network requirements and coordinates the implementation of new and upgraded technologies.

DISTINGUISHING CHARACTERISTICS:
The Systems Administrator III is the advanced-level in the series. Positions at this level are distinguished from the journey-level Information Systems Administrators, by the greater difficulty and complexity of the analytical tasks. Positions at this level require highly specialized knowledge, abilities, skills and experience and often exercise independent judgment in the performance of their duties, and possess technical or functional expertise beyond that expected at the journey-level. Work is judged primarily on overall results with greater latitude in determining work methods and assignment requirements. Employee has greater authority over assignments and decisions required to complete the work than lower level positions. Systems Administrator I is the entry-level classification in the series.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
- Installs, configures and supports complex server-based systems; recommends and deploys server hardware and software, including operating systems, applications and patches to support the operations of the District.
- Develops, maintains and supports imaging and application delivery.
- Recommends and administers security and support policies; supports, troubleshoots and maintains security for enterprise and large-scale applications.
- Manages, deploys, configures and maintains servers in a virtualized and traditional environment.
- Creates complex scripts to assist with monitoring systems, diagnostics, problem correction and automating routine tasks.
- Configures systems for high availability including strategies for back-up and recovery, failover, load balancing and full redundancy.
- Installs server hardware and components including disks, memory and other components as assigned; models and tests changes to production systems accordingly.
- Diagnoses and resolves complex software, server and networking issues.
- Maintains and supports the District directory services infrastructure, including hardware configuration and upgrades, group architecture, account maintenance and authentication for network access.
- Creates, follows and maintains written and verbal procedures; prepares written technical documentation, training material, standards, reports and other documents as assigned; prepares and reviews reports for accuracy.
- Maintains the District data center and satellite server rooms.
- Evaluates systems and alternate solutions; develops functional specifications, standards and requirements for hardware and software purchase and design to ensure optimum system and end-user performance; makes recommendations for changes and additional services.
- Serves as the project leader for major complex projects as assigned.
- Provides training and guidance to personnel and users regarding the use of assigned systems; prepares related training materials accordingly.
- Maintains current knowledge of server and networking hardware, software, protocols and best practices related to assigned activities.
- Prepares and maintains records and reports related to assigned activities as required.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to assigned activities.
- Operates various office equipment as assigned including a computer and assigned software.

- Assists with performing duties related to general networking, computer and other technology support as needed.

QUALIFICATIONS GUIDE

Knowledge of:
- Server hardware, operating systems and software.
- Image development and deployment, including application delivery, inventory tracking, update management and policy administration.
- Scripting languages and SQL server databases.
- Networking concepts, practices and troubleshooting techniques.
- Server security and user directory structures.
- Server backup and recovery procedures.
- Systems and procedure analysis and development.
- Operation of a computer and assigned software.
- Record-keeping techniques.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles of providing training.
- Technical aspects of field of specialty.

Ability to:
- Communicate effectively in both oral and written form.
- Develop and maintain effective working relationships with staff, users, administrators and vendors.
- Design, install, maintain, and document network hardware, software and operating systems.
- Troubleshoot complex network and server issues.
- Implement systems to protect data security.
- Provide training to users and personnel on assigned systems.
- Develop functional specifications, standards and requirements for hardware and software purchase and design to ensure optimum system and end-user performance.
- Create complex scripts.
- Perform work in a virtualized environment and manage computers remotely.
- Learn district organization, operations, policies and objectives.
- Learn policies and procedures related to assigned duties.
- Operate a computer and assigned software.
- Maintain records related to assigned activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of technological advances in the field.

EDUCATION/EXPERIENCE:
Any combination equivalent to: bachelor's degree in information systems, computer science or a related field, supplemented by course work in the training, programming, use and installation of server hardware and software and five years of experience working with complex server-based systems.

PHYSICAL DEMANDS:
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view computer monitor and read a variety of materials.
- Sitting, standing and walking for extended periods of time.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:
Office/indoor 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. The noise level in the work environment is usually moderate.

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