

Santa Maria-Bonita School District SYSTEM ADMIN I

BASIC FUNCTION

Under the direct supervision of the Coordinator of Information Technology, perform specialized technical functions; install, maintain, and configure Local Area Networks (LANs), Wide Area Networks (WANs), servers, microcomputers, telecommunications, and software applications systems.

REPRESENTATIVE DUTIES

- Install, maintain, and configure repeaters, bridges, routers, switches and gateways as required for connection between the Internet, District Office and all SMBSD locations; **E**
- Reconfigure and upgrade software as appropriate; perform hardware assembly, installation, configuration, of LANs, and WANs equipment; **E**
- Maintain a variety of records related to installation configurations, inventory, cabling, equipment maintenance and repair history, time worked, and services provided; **E**
- Conduct advanced network, WI-FI and network server troubleshooting; **E**
- Assists in the design and management of network projects; **E**
- Helps with the maintenance and configuration of firewall, content filter and antivirus software; **E**
- Helps with the creation and restoration of district server backups; **E**
- Assists with email, email groups and login account provisioning; **E**
- All the duties and responsibilities of a Support Technician I; **E**
- Other duties as assigned

Knowledge of:

- Principles and basic operations of LANs, WANs, telecommunications systems, and related software
- Configuration documentation techniques;
- Networking Operating Systems

Ability to:

- Be customer focused
- Meet schedules and timelines
- Respond to urgent, changing priorities
- Work effectively independently

EDUCATION AND EXPERIENCE

- Equivalent to the completion of two years college study in computer science, management information systems, or a closely related field supplemented by training and/or coursework.
- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position, which includes a minimum of two years of increasingly responsible experience in a technical computer network environment;

LICENSES AND OTHER REQUIREMENTS

- Certified Novell Administrator (or approved Equivalent) within the probationary period of employment.
- Possession of a valid California Drivers' License, clean driving record, and use of a vehicle
- Insurability by the Districts' liability insurance carrier

(Continued)

System Admin I, continued

WORKING CONDITIONS

Environment

- School classroom and office, computer labs and outdoor environment; subject to lifting, climbing, noise, and exposure to fumes and chemicals
- Frequent travel throughout the District

Physical Abilities

- Dexterity of hands and fingers
- Sitting or standing for extended periods of time
- Lifting objects weighing up to 50 lbs., using safe and proper methods or equipment
- Bending at the waist
- Kneeling or crouching
- Hearing and speaking to exchange information
- Seeing to perform computer hardware and software installation and test activities
- Complete work with many interruptions

Range: 39