



Fremont Unified School District

Classified Management Job Description

Systems Administrator

Definition

The Systems Administrator reports to the Chief Technology Officer. The Systems Administrator performs a critical role in the Information Technology Department. This position is responsible for the design, implementation, and management of the district's networks (WAN/LAN/WLAN, Intranet, Internet) and servers (site and district) including the hardware, software, and other related technology and coordinates with other department divisions, all while maintaining a high level of excellent customer service.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Provide an example of leadership and excellent customer service.
- Research, recommend, procure, configure and maintain district-wide networks (WAN/LAN/WLAN, Intranet, Internet) including the design, implementation, security, maintenance/troubleshooting, proactive monitoring/analysis, and documentation of these systems.
- Manage external relationships/contacts with vendors and consultants in collaboration with the Chief Technology Officer.
- Provide Tier II, Tier III (and Tier I as needed) support of desktops and desktop software. Install/upgrade and coordinate with escalation points to resolve file, email and application related issues.
- Provide vision and leadership in the research, purchase, and maintenance of district-wide hardware and software (computer, network, telecommunications, and audio/visual products).
- Provide vision and leadership in the training and support of district and schools on network administration and other technical issues.
- Maintain knowledge of developments in technology that support and enhance the school district's network systems and personnel.
- Perform system maintenance and upgrades during off-peak/non-production hours so as to be less impactful to end-users.
- Manage and maintain multiple local and web-based user databases in collaboration with the Data Administrator.
- Coordinate with Infrastructure Division on research, purchase, maintenance, and deployment of district-wide hardware and software (computer, network, telecommunications, and audio/visual products).
- Coordinate with Data Division to ensure critical data backups are performed and tested on a regular basis.
- Write programs and code to streamline and automate various processes.
- Effectively manage division staff as assigned.
- Perform other duties as assigned.

Qualifications

Successful Experience in:

- Proficient with network standards including but not limited to: DNS, 10BaseT, 100BaseT, 1000BaseT, Ethernet, SNMP, TCPIP, SMTP—and network media—copper and fiber and wireless technologies.
- Proficient with network architecture, network hardware, routers, managed switches, wireless access points and other network appliances currently in use in the environment.
- Proficient with multiplatform (MAC and PC) computer hardware and software.

Must possess:

- Excellent interpersonal skills and comfort providing technical support and customer service to non-technical end-users.
- Excellent oral and written communication skills.
- Ability to review and interpret complex technical information and analyze situations to define issues and draw conclusions.
- Ability to perform multiple, technical, highly complex tasks with need to regularly upgrade skills to meet dynamic job conditions.
- Flexibility to independently work with others in a variety of circumstances.
- Ability to write programs and code in order to automate tasks and processes on our systems
- Ability to convey technical information to nontechnical audiences.
- Must be team oriented, responsible, dependable, and possess a positive outlook. Must be energetic and thrive in a fast paced, multi-priority environment.
- Ability to perform multiple, technical, highly complex tasks with need to regularly upgrade skills to meet dynamic job conditions.
- Cisco Certified Network Associate certification or equivalent certifications or experience.

Education: Bachelor’s Degree in Computer Information, Computer Science, or equivalent work experience is required.

Experience: Two to four years of experience working with networks (WAN/LAN/WLAN, intranet, internet). Work experience and/or college level courses, which would provide expertise in the aforementioned areas is desired.

Licenses and certificates:

Possession of a valid California driver’s license with no restrictions, which would preclude driving on the job, is a continuous requirement.

U.S. Proof of Residency

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting 30 - 40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status

Exempt

Approval Date

N: 05/14

Salary Range

FSMA 16

(Note: Formerly “Technical Services Manager”)

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.