

Killeen Independent School District Job Description

Job Title: System Administrator
Reports To: Executive Director for Technology Services
FLSA Status: Exempt

SUMMARY

Evaluates, implements, and maintains the KISD enterprise, through domain and system administration, email management, network security and services, and server monitoring and security protection.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Specifies KISD Enterprise server hardware and software standards and designs scalable storage solutions.

Participates in Killeen ISD technology incident responses and situations.

Maintains technology security focus and proficiency.

Reviews and updates technology incident response plans as technology changes.

Serves as the Internet Filtering Administrator to create reports as requested by management and blocks/unblocks those internet sites that are required for KISD users. Enables Internet sites as needed for user groups.

Serves as the System Administrator for the Windows servers supported by Technology Services.

Acts as operational administrator for the Staff and Student domains (design, implementation, maintenance).

Installs, configures and upgrades KISD Enterprise servers and maintains existing servers and network connections.

Serves as the KISD E-Mail System Administrator in maintaining the MS Exchange Server hardware and software support and provides disaster recovery for all KISD e-mail mailboxes.

Plans and supervises installation, development, and enhancement of systems and diagnoses hardware and software problems.

Researches and recommends server, storage, and backup solutions for Killeen Independent School District's computing environments.

Stays abreast of the rapid growth curve for updating KISD Enterprise Servers and Storage technology.

Provides Enterprise Backup and performs restoration of data to the Windows systems from backup media.

Consults the network system designs, and networks servers, upgrades hardware and software as needed.

Responsible for the preparation and instruction of Office 365 training.

Acts as the operational administrator for Office 365, OneDrive, SharePoint, OneNote and other Office 365 related products and licensing.

Moderate knowledge of PowerShell.

Will be an active participant in Killeen ISD technology incident responses and situations.

Maintains technology security focus and proficiency.

Regularly reviews and updates technology incident response plans as technology changes.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Telecommunications, Computer Science, Computer Information Systems, Management Information Systems, or related field, and/or five years related network system administration experience. Experience in MS Exchange, MS Internet Information Server, MS System Management Software, required. Experience with various enterprise deployment and familiarity with LAN/WAN communication protocols, hardware standards and project management experience, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, principals, and staff.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to perform high-level of computer skills in areas of the communication protocols. Ability to design and build a disaster recovery process for Exchange Server. Excellent interpersonal and communication skills. Knowledge of Windows Advanced Server and active directory infrastructure. Thorough understanding of Access Control Lists and their application to file, folder, application, server and SharePoint rights. Strong background in Active Directory, DNS and DHCP.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching

Lifting: Moderate lifting and carrying (up to 44 pounds)

Environment: Occasional prolonged and irregular hours; occasional districtwide travel; May be required to be on-call 24 hours a day.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Revised Date: October 14, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.