

# DURANGO SCHOOL DISTRICT 9-R PROFESSIONAL/TECHNICAL JOB DESCRIPTION

**Job Title:** Microsoft Systems Administrator

**Date Modified:** May 10, 2007

**Pay Grade:** 6

**Work Year:** 260-1 days

**Department:** Technology

**Reports To:** Director of Information Technology

**SUMMARY** Design, administrates, and maintains the Windows (Microsoft) Systems computer systems for the District. Specific areas include: OpenDistrict, SMS, WinSnap, VersaTrans, Windows Server, Server SQL and other designated Microsoft Networks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

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|---------|-----|--|
| D       | 60% | Oversee Microsoft Server Systems administration and operation for District and individual sites. Install, configure, and maintain the WAN and Internet related equipment.  |
| D       | 20% | Act as a resource for students and staff on hardware, software; and specialized technology information, direction, and training.   |
| D       | 2%  | Communicate with Director of Technology regarding unusual events within assigned responsibilities.   |
| W       | 3%  | Assist with developing, implementing, monitoring, and updating a long-range plan that identifies building or departmental technology needs and priorities, including upgrades to Microsoft Systems and servers.                                |
| W       | 2%  | Assist in reviewing and updating equipment, Microsoft network design compatibility, and acquisition procedures and plans.  |
| W       | 2%  | Assist with maintaining equality and consistency of Microsoft technology throughout District.  |
| M       | 5%  | Assist with revising the District Technology Plan and budget with regards to Microsoft products.   |
| M       | 2%  | Participate in committees as assigned by the Director of Information Technology to represent Microsoft technology.   |
| M       | 2%  | Assist with developing budgets, personnel requirements, research methods, and procedures that use Microsoft products in order to provide for greater efficiency and productivity of personnel and equipment within the building or department. |
| M       | 1%  | Assist with implementing specialized software using Microsoft operating system, SMS implementation, and coordination with the ITTT task team in concert with federal and state laws and District policies and procedures.                      |
| Ongoing | 1%  | Perform other duties as assigned.  |

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** Bachelors or Masters degree in Computer Science or related degree required.

**EXPERIENCE** 3+ years experience in network design and Microsoft network administration.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive work climate. Communication, troubleshooting, organizational, and advanced network skills. Knowledge of operating, installing, and supporting network/systems hardware and software, microcomputer hardware, and workstation OS.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** A+ certification and IBM Server certifications required. MCP/Microsoft Certification required within one year of hire. Server+ certification preferred.

**DECISION MAKING** Requires technical knowledge of microcomputer and network hardware/software operation, installation, and troubleshooting skills to diagnose problems and install, repair, upgrade, and maintain the District networks. Requires collaboration with Director of Technology and District staff. Supervisor is involved only in major decisions. Errors in decision making could include configuring equipment incorrectly and/or loss of software, hardware, or file systems on server, resulting in downtime of network and/or workstation and/or additional cost and time to replace hardware/software, load backup data, and/or recreate files.

**COMMUNITY RELATIONS** Daily contact with persons within/outside department/building, students, vendors/suppliers, applicants, and general public to provide a service.

**SPAN OF CONTROL** This job has no supervisory responsibilities. Acts as a technical resource for District staff by troubleshooting, installing, and supporting District networks.

**EDUCATIONAL DELIVERY** Provides support to schools and students by ensuring availability of technology hardware, software, and equipment for educational and administrative purposes. The majority of time is not spent on the school site. **[PLEASE VERIFY]**

**COMPLEXITY OF WORK** Work is self-directed and assigned by Director, Technology. Requires independent judgment, technical knowledge, commitment to District technology plan, and ability to accurately interpret facts to prioritize service needs; implement technology plan in the best of interest of students, staff, and public; and ensure availability of technology systems. Work is guided by District and department policies and procedures and vendor specifications.

*The physical demands, work environment factors, and mental functions described below 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.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to analyze, communicate, evaluate, and use interpersonal skills. Frequently required to compare, copy, coordinate, instruct, compute, synthesize, compile, and negotiate.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.