

BRANCHBURG TOWNSHIP PUBLIC SCHOOLS
Branchburg, New Jersey

Systems Administrator Job Description

TITLE: Systems Administrator

Qualifications

- Degree in related field or equivalent combination of work experience and technical training
- Strong organization skills are necessary to keep inventory and technical documentation
- Knowledge of wireless configuration and mobile device management
- Expertise with server installation, configuration, administration, monitoring and analysis
- Knowledge in the implementation, configuration and maintenance of network infrastructure
- Experience with backup systems and imaging software
- Working knowledge of virtual environments such as VMWare and SAN configuration
- Knowledge of the policies, procedures, and security practices of server systems and information systems

PRIMARY FUNCTION

The primary emphasis for the Systems Specialist is to support the needs of the district by providing technical expertise in the administration of the district server network. This position also provides crossover support for the network infrastructure as well as desktop support when needed.

MAJOR DUTIES AND RESPONSIBILITIES

- Collaborate with technology team to ensure a cohesive network environment that is well documented, monitored, and sustained with balanced support
- Maintain and document a current network map, inventory of equipment, and updated warranties
- Research and evaluate emerging and innovative technologies and make recommendations for future upgrades or new systems
- Performs backup duties, security updates, virus protection and maintains a current disaster recovery plan
- Maintains server network related to the district LAN/WAN (server monitoring, maintenance, user account creation for Active Directory and Google Apps, profiles, logon scripts, security updates, antivirus and malware protection, file sharing, print management, access privileges and security, etc) for the purpose of ensuring availability of services to authorized users
- Maintains SQL and other database systems required for administrative information systems
- Management of data transfers and user imports and exports of systems
- Oversees distribution, collection, and management of mobile devices
- Maintains computer images and installs software upon approve request
- Performs other duties as assigned or as opportunities arise

Terms of Employment:

Work year and salary to be determined by the Board consistent with the terms of any applicable negotiations agreement.

Evaluation:

In accordance with state regulations, Board of Education policy, agreement between Board of Educations and the Branchburg Township Education Association.

Board Approval: June 11, 2015