

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SYSTEMS ADMINISTRATOR

SALARY: RANGE 44 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Director of Instructional Technology, install, configure, maintain and support network infrastructure, servers, software, and related systems; provide system administration for District financial system and student information system; conduct data extracts from student information systems, financial system, and other data sources as required; manage District physical servers, virtual servers and cybersecurity defenses; manage District software applications, student and staff accounts, and email system; fulfill state reporting requirements as required; provide advanced technical support to site-based technicians.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Install, configure, maintain, and administer local and wide area network (LAN, WAN); troubleshoot, diagnose and resolve problems with network servers, hardware, software, equipment and peripherals including hubs, routers, switches, printers and other network components.

Administer security access to District financial system and student information system; ensure availability of services to authorized users; update security and software functions as required; process payrolls and warrants; process calendar and fiscal year fiscal transitions.

Conduct data extracts from the student information systems, financial system, and other systems for account creation and maintenance, software integration, and other needs using SQL programming, Powershell and other tools as required.

Maintain District physical and virtual servers including Active Directory, DHCP, DNS, ERP, and web applications; manage cloud-based systems including phone and security cameras; install and maintain next-generation antivirus software (EDR); develop and support database systems; research, recommend and implement best practice cybersecurity policies and procedures.

Manage District software applications, including Microsoft365, Google Workspace, and single sign-on (SSO) platforms; roster students and staff to applications as needed; oversee the implementation of email policies, organizational units and email groups; create, maintain, update and remove staff and student accounts as required.

Provide advanced technical support to site-based technicians; operate, install, configure, test and perform repairs to computer equipment, software and related peripherals; troubleshoot computer equipment and peripheral devices and report need for major repairs to appropriate personnel; utilize best client imaging practices.

Maintain VoIP phone system, cloud-based security camera system, IP paging servers, domains and other functions in accordance with established guidelines.

Maintain a variety of records and reports related to network, server, and computer repairs and inventory; update databases as necessary; process Help Desk requests and verify computer specifications.

Install and configure new technology as required; research, identify and evaluate new hardware and software that would benefit the District and make purchasing recommendations.

Communicate with personnel and outside vendors and agencies to exchange information, coordinate activities and resolve issues or concerns; serve as a liaison between users, technicians, contractors, vendors and others.

Operate a variety of office equipment including a copier, computer, and assigned software; drive a vehicle to conduct work.

Train and provide work direction to assigned staff.

Prepare and maintain various records and reports concerning incoming calls, work orders, maintenance, repairs and assigned activities.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Maintenance of physical and virtual servers
- ▶ Local and wide area networks
- ▶ Next-generation antivirus programs and capabilities
- ▶ Databases and SQL Programming
- ▶ Cybersecurity best practices
- ▶ Data processing systems and procedures
- ▶ Data communications and network protocols
- ▶ Appropriate diagnostic tools and program documentation
- ▶ Technical aspects of field of specialty
- ▶ Computer hardware systems and software applications
- ▶ Materials, methods and tools used in the operation and repair of computer systems
- ▶ Principles of training and providing work direction
- ▶ Laws, rules and regulations related to assigned activities
- ▶ Inventory methods and practices
- ▶ Proper methods of storing equipment, materials and supplies
- ▶ Record-keeping and filing techniques
- ▶ Interpersonal skills using tact, patience and courtesy
- ▶ Oral and written communication skills
- ▶ Telephone techniques and etiquette
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- ▶ Perform complex technical work in the repair, maintenance and installation of a variety of computer equipment, mobile devices and peripherals

- ▶ Provide technical assistance to computer systems users
- ▶ Troubleshoot and repair system malfunctions and maintain system operation
- ▶ Research, analyze and recommend new system software and hardware
- ▶ Make routine equipment adjustments and perform routine maintenance
- ▶ Train and provide work direction to assigned staff
- ▶ Prioritize and schedule work
- ▶ Assemble, organize, and prepare data for records and reports
- ▶ Complete work with many interruptions
- ▶ Answer telephones and greet the public courteously
- ▶ Type or input data at an acceptable rate of speed
- ▶ Communicate effectively both orally and in writing
- ▶ Understand and follow oral and written instructions
- ▶ Establish and maintain effective working and cooperative relationships with others
- ▶ Prepare and maintain a variety of reports, records, and files
- ▶ Operate standard office equipment including a computer and assigned software
- ▶ Meet established schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an associate's degree in computer science or related field and three (3) years of experience with the installation, maintenance and repair of computer and network systems, peripherals and related equipment.

OTHER REQUIREMENTS:

- ▶ Valid California Driver's License
- ▶ DMV Pull authorization for NUSD
- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Indoor environment
- ▶ Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment
- ▶ Reaching overhead, above the shoulders and horizontally
- ▶ Seeing to read a variety of materials and perform computer repair duties
- ▶ Hearing and speaking to exchange information in person or on the telephone
- ▶ Sitting or standing for extended periods of time
- ▶ Bending, crouching, kneeling and stooping to reach materials

- ▶ Lifting, carrying, pushing or pulling moderately heavy computer equipment

POTENTIAL HAZARDS:

- ▶ Driving a vehicle during adverse weather conditions

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207;
uniformcomplaint@nUSD.org.***