

## CANUTILLO INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

|                       |                           |                          |                  |
|-----------------------|---------------------------|--------------------------|------------------|
| <b>Job Title:</b>     | Server Administrator      | <b>Wage/Hour Status:</b> | Exempt           |
| <b>Reports to:</b>    | Director of Technology    | <b>Pay Grade:</b>        | IT 4             |
| <b>Dept. /School:</b> | School Resources Division | <b>Date Revised:</b>     | November 6, 2013 |

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**Primary Purpose:**

Under general supervision to provide technical support of server software and hardware. Responsible for planning, implementing, and maintaining the Servers within the District. Analyze and tune hardware/software configurations, automate existing manual processes, and identifies improvements to existing server configurations. Expertise in Server Operating Systems and Active Directory. Mastery of various monitoring and profiling tools that are required to manage the server environment and tune systems to perform optimally.

**Qualifications:****Education/Certification:**

Bachelor's Degree in Computer Science, Management Information Systems or related field, preferred  
Must possess a valid Driver's License

**Special Knowledge/Skills:*****Hardware/OS***

In depth understanding of Microsoft Operating Systems (OS)

Ability to configure server OS services

Expert knowledge and experience in upgrading software and hardware as well as planning, scheduling, and rolling out of a new server technology

Knowledge of storage technologies including RAID levels, controller cache settings, stripe sizes, and storage networking (e.g. NFS, NAS, iSCSI, Fiber channel, and FCOE)

Knowledge of and experience with VMware

***Windows Server Administration***

Expert knowledge of Windows server administration, including system stability, integrity, and troubleshooting

Expert knowledge of monitoring practices for Windows technologies and hardware

Proficiency in backup integrity and recovery coordination along with disaster preparedness planning

Expert knowledge and expertise in configuring and maintaining Active Directory (AD), Domain Controllers (DC), Domain Name Systems (DNS), and Dynamic Host Configuration Protocol (DHCP)

***Email Administration***

Expert knowledge of Microsoft Exchange Server 2007

Expert knowledge in Exchange Architecture and Design for reliability

Expert knowledge and experience with network management applications to proactively monitor and repair network (e.g. auto detect and restart problems. This includes deciding which Exchange components that should be monitored

Expert knowledge in information Archiving Applications. Particularly Symantec Enterprise Vault and all of its opponents

**Experience:**

Five (5) years experience with computer systems servers

**Major Responsibilities and Duties:**

1. Determine system specifications, input/output processes and working parameters for hardware/software compatibility. Ensure that the infrastructure solutions designed and in use align to the business strategy and direction.
2. Lead the system integration testing of operating systems, system utilities and hardware upgrades as well as new software and hardware technologies. Ensure that tests evaluate all possible impacts of new technology on the current infrastructure.
3. Work with auditors, security groups, and data owners periodically to make sure of governance, regulations, and compliance.
4. Define procedures for user access to systems environment. Ensure procedures are followed. Approve request for user access.
5. Analyze audit trails to detect systematic security violations. Make recommendations to improve security and participates in investigations as needed. Report security issues when appropriate.
6. Perform routine maintenance task for Servers; backups, patch management and hot fixes. Establish requirements, methods and procedures.
7. Troubleshoot, diagnose, and correct hardware, software and network problems. Plan and schedule hardware and software repairs and installations. Perform structural changes when necessary. Ensure that system infrastructure is maintained according to lifecycle management standards and policies.
8. Lead the implementation of contingency plans including reliable backup and restore procedures. Maintain inventory of spare hardware.
9. Support and establish server standards. Produce and maintain system operating procedures and documentation.
10. Select and prepare user training materials. Counsel users on technology changes that will impact work processes.
11. Evaluate future technologies and make recommendations for software and hardware upgrades. Review vendor proposals for new hardware and software.
12. Manage, monitor, and maintain email servers ensuring server integrity, stability, and security.
13. Maintain database backup and recovery infrastructure for all Servers.
14. Provide systems engineering and administrative support across a wide variety of Windows-based software and hardware systems.
15. Deploy, schedule, and monitor all server packages and server updates.
16. Collaborate with other departments to ensure successful project implementation.
17. Communicate with supervisor and co-workers on a regular basis to keep them informed of the status of current projects.
18. Demonstrate positive customer service relations.
19. Provide on-call services on weekends, evenings, and holidays as needed.
20. Use appropriate Work Order system to manage (i.e. register, monitor, and close) end-user problems and requests to ensure that they are being addressed in a timely fashion.
21. Participate in professional development activities as required by the Department/District to learn new cutting-edge technologies and support District current technologies.
22. Maintain confidentiality.
23. Perform other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer or online computer terminal, server, printer, calculator, and copier

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

- Work with frequent interruptions; maintain emotional control under stress when meeting deadlines.
- Must be able to lift, carry, push and/or pull up to 30 pounds.
- Repetitive hand motions; prolonged use of computer.
- Occasional work after normal hours or district holidays to complete upgrades and/or service as may be required.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

***I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*

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HR Review by

\_\_\_\_\_  
Date

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Administrative Approval by

\_\_\_\_\_  
Date