

Jurisdiction: Ithaca City School District  
Jurisdictional Class: Competitive  
Adopted: 07/25/95  
Revised: 09/14/05, 04/02/08, 02/29/12, 09/07/22

## **SYSTEMS ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Systems Administrator has shared technical responsibility for the specification, selection, installation, configuration, system management and operation of file server hardware and software for the Ithaca City School District. The Systems Administrator works as part of the Server Team to maintain all file server related assets and services. The work is performed under the general supervision of the Senior Network Administrator with leeway allowed for the exercise of independent technical judgment in the performance of the work. Strategic goals are established by the Chief Information Officer. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

As part of the Server Team, installs, configures, maintains, troubleshoots and manages File Server assets and related services;  
Develops strategic goals and planning objectives under the general direction of the Chief Information Officer and through team-based collaborations with the Server Team, the Network Team, the Desktop Team and the Data Team;  
Develops tactical goals and weekly objectives under the general direction of the Chief Information Officer and through team-based collaborations with the Server Team, the Network Team, the Desktop Team and the Data Team;  
Reviews email queues and backup error logs daily;  
Proactively scans for vulnerabilities in systems and remediates vulnerabilities;  
Prepares and maintains a variety of written reports, including inventory record updates, configuration updates, weekly reports, maintenance notifications, and emergency bulletins;  
Practices life-long learning as a strategy to maintain awareness and refresh knowledge in Systems Administration and File Server Management Best Practices;  
Coordinates all aspects of installation and delivery of File Server assets and related services;  
Serves as a liaison to all File Server asset vendors for defining technical requirements and obtaining cost information, resolving technical issues, supervising onsite work installation or repair work by facilitating remote warranty or contracted maintenance, and for renewing periodic software licensure.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of computer hardware and software, including all elements of a heterogeneous computer network; through knowledge of computer operating systems, including Microsoft Windows, Apple, VMWare, and GNU/Linux; thorough knowledge of computer applications software, including productivity software, email, databases, multimedia, browser-based, and scripting tools; thorough knowledge of the protocols including TCP/IP, HTTP, HTTPs, FTP, FTPs, Streaming, SSL; thorough knowledge of file server security practices, including SAN and Microsoft best practices; excellent interpersonal and oral and written communication skills; ability to integrate and address the needs of diverse groups while multitasking; ability to establish and maintain effective working relationships with technology coworkers; ability to establish and maintain effective service provider relationships with all network constituents; ability to effectively communicate technical information in an easily understood manner; ability to present thoughts and to document procedures in a clear, concise and organized manner; ability to problem solve logically while mitigating risks and to work collaboratively; resourcefulness; ingenuity; capability to consistently demonstrate these virtues successfully: respect, responsibility, cooperation, collaboration and positive attitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree in Computer Science, Information Science or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in systems support or applications development; or
- B. Possession of an Associate's Degree in Computer Science, Information Science, or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in systems support or applications development; or
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, in systems support or applications development; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.