PCSB: 7401   FLSA: Exempt
Pay Grade: C06

SYSTEMS ADMINISTRATOR

MAJOR FUNCTION:
Performs highly complex technical and analytical work in the design, installation, documentation, support and maintenance of district-wide applications and networks. Provides guidance to applications personnel in the use of systems software, linkage to application programs, servers and networks.   Work is performed independently and reviewed through observation, conferences and results achieved.

DUTIES AND RESPONSIBILITIES:
- Provides communications network administration, including design, implementation and use of network software to design network architecture, test communications links and troubleshoot communication link failures.
- Provides overall technical responsibility for network and district-wide applications with in-depth knowledge of a wide variety of communications hardware and software.
- Designs, installs, maintains, and documents infrastructure including servers, routers, hubs, and wiring.
- Oversees network/computer resources and installation of new equipment.
- Administers the testing and analysis of all components of network facilities to ensure operational status.
- Responsible for and supports a variety of district applications. Provides site design and client support. May include messaging system and NT operating systems.
- Analyzes systems or applications testing and production problems; takes corrective action to reduce system failure; implements new system or applications software and modifications efficiently.
- Tests new or modified software; analyzes test results.
- Maintains technical data on state-of-the-art systems or applications software and computer equipment; applies knowledge, as applicable, in making recommendations to management and/or users for new systems or modifications to existing systems. Provides or assures that technical guidance and resources are available to team members when necessary.
- Researches, evaluates and recommends changes in hardware, software, data communications, and techniques that contribute to more effective automated systems capabilities
- Develops and administers data processing disaster recovery and/or security systems and procedures.
- Serves as team leader/project leader in the development and implementation of complex computer system projects.
- Prepares and manages team prioritization, project tracking and resource allocation.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:
Graduation from an accredited college or university with a Bachelor's degree in Computer Science or a related field, plus five (5) years progressively responsible experience in an IBM or comparable environment, working with major operating system and subsystem software development, to include data base management and knowledge of Microsoft internet information server (IIS) and SQL. Demonstrated knowledge and experience with NT servers and enterprise networks and related hardware and software; or an equivalent combination of education, training, and related Pinellas County School Board experience.

ISSUED: 3/01 AK; BOARD APPROVED: 10/01; TITLE CHANGE FROM "NETWORK SYSTEMS ADMINISTRATOR" & REVISED D&R: 6/06 AK; BOARD APPROVED: 08/12/06

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SYSTEMS ADMINISTRATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

(MIS Only)
Systems Administrator – PTS