

# Server Administrator I

## Position Details

Class Code: 1541

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, installs, configures, administers, monitors, troubleshoots, supports, and optimizes servers, operating systems, and related components in support of large-scale, enterprise-wide applications and services, (i.e., student information system, enterprise resource planning system, special student services management system, etc.)

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs physical and virtual servers; manages and monitors hardware, software, and related components for server-based applications in support of the large-scale, enterprise-wide services of high-risk/impact systems.
2. Analyzes applications, hardware, and related components to include troubleshooting of operating systems, general networking diagnostics, communication peripherals, and system interfaces.
3. Administers and monitors system security configurations/procedures to ensure only authorized access.
4. Maintains competency in related application server operating systems and technologies such as Windows, Solaris, and Linux.

5. Maintains technologies such as directory services, naming services, operating system and/or third-party clusters, anti-virus, backup systems, and Storage Area Network (SAN).
  6. Ensures that system backups are scheduled, monitored, secured, and archived to ensure business continuity and disaster recovery capabilities.
  7. Works with vendors, Clark County School District process/application owners, and other District technical staff in support of applications running on server environments.
  8. Prepares and maintains flowcharts, system diagrams, documentation, procedures, runbooks, etc., to illustrate/communicate system and application landscapes.
  9. Develops test plans for system validation when system changes are made to ensure applications work as intended and meet customer needs.
  10. Follows change control procedures.
  11. Monitors, analyzes, and reviews systems/processes and makes recommendations that will increase application operating efficiency and promote an environment of customer cooperation and satisfaction.
  12. Interfaces professionally and effectively with management and customers.
  13. Keeps pace with technology trends and adapts to functional and customer demands for enhanced or new systems/processes.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves aspects of server administration including, but not limited to, requirements gathering and analysis, installation, systems monitoring and repair, independent technical research, hardware and software troubleshooting, debug and testing, configuration and change control management, and technical documentation.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of enterprise computing systems, operations, and capabilities.
2. Knowledge of server hardware platforms, processor technologies, and operating systems.
3. Knowledge and experience with protocols and technologies such as Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System

(DNS), Dynamic Host Configuration Protocol (DHCP), File Transfer Protocol (FTP), Secure Shell File Transfer Protocol (SFTP), Hypertext Transfer Protocol Secure (HTTPS), Secure Sockets Layer (SSL), Simple Mail Transfer Protocol (SMTP), Virtual Private Networking (VPN), Remote Desktop Protocol (RDP), Microsoft Management Console (MMC), Virtual Local Area Network (VLAN), and storage and operating system virtualization.

4. Knowledge of basic accounting, statistical, business, administrative, school, and office processes.
  5. Ability to methodically analyze processes, systems, and problems in order to understand issues and determine solutions.
  6. Ability to read and interpret complex manuals/instructions.
  7. Ability to effectively communicate with other technical support staff, inside and outside of the District.
  8. Strong analytical skills, including the ability to maintain high levels of concentration and solve problems using logical methods.
  9. Ability to use technical tools to test and debug systems.
  10. Ability to learn operating principles, characteristics, and technologies of District computer systems.
  11. Ability to prepare clear and concise documentation, procedures, reports, and other written materials.
  12. Ability to exercise independent judgment within established guidelines.
  13. Ability to meet deadlines and work in an environment where priorities change frequently.
  14. Ability to contribute to the efficiency and effectiveness of the unit's service to customers by offering suggestions and directing or participating as an active member of a work team.
  15. Ability to maintain knowledge of current technology and new computer user applications.
  16. Ability to coordinate multiple projects and meet predetermined deadlines.
  17. Ability to work flexible hours or shifts.
  18. Ability to be on call for after-hours support.
  19. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
  20. Ability to recognize and report hazards and apply safe work methods.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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# Position Requirements

## Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of college or associate's degree including related courses in Information Technology (IT) such as Management Information Systems (MIS), computer science, etc.; plus, two (2) years of work experience providing server administration of medium-to-large, mission-critical, multi-user applications (i.e., user populations greater than 300); or, Four (4) years of work experience providing server administration of medium to large, mission-critical, multi-user applications, (i.e., user populations greater than 300).
3. Experience with managing server operating systems including tools to monitor and report system metrics such as Central Processing Unit (CPU) utilization, Random-Access Memory (RAM) utilization, disk usage, network interface utilization, and tape backup systems.
4. Experience with managing and maintaining Basic Input/Output System (BIOS), Redundant Array of Independent Disks (RAID) configurations, anti-virus/spyware, backup software, tape libraries, and SAN servers.

## Licenses and Certifications

A valid driver's license or state-issued identification card.

## Preferred Qualifications

Industry certification in server, storage, or application administration technologies such as Windows Server Enterprise, Microsoft Cluster Services, Solaris, NetBackup, or Storage Area Networking (SAN) in support of large-scale, enterprise-wide systems and applications (i.e., student information system, enterprise resource planning system, special student services management system, etc.)

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## Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. College transcript(s) if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District Central Information Systems Department - travel to and from schools and other District office settings.

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## Work Environment

### Strength

Sedentary to medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Occasional climbing and crawling. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, modems, telephones, fax machines, copy machines, digital multi-meters, data system and communication test equipment, hand and power tools, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 05/30/23
- Created: 01/24/11