

Server Administrator III

Position Details

Class Code: 1549

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides experience and senior-level technical leadership to the systems administration team. In addition to performing general support and maintenance functions on Clark County School District enterprise server, storage, and network systems, coordinates team work assignments, provides technical mentoring, and develops new technical procedures to serve the needs of schools and department customers.

Essential Duties and Responsibilities

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

1. Confers with customers, project managers, programmers, and database administrators to determine installation, operation, and support requirements for the system, network, and storage landscape.
2. Leads analysis of applications, hardware, and related components to include troubleshooting of operating systems, general networking diagnostics, communication peripherals, and system interfaces.
3. Mentors server administrators of Windows- and Solaris/Unix/Linux-based operating systems and hypervisor technologies.
4. Oversees system security configurations/procedures to ensure only authorized access and use.

5. Architects Microsoft Windows Active Directory domains, domain trusts, Group Policy configurations, file and print, and naming services.
 6. Designs and administers storage area networks including system and disk installation, fiber channel routing and zoning, volume creation, and presentation to server hosts.
 7. Ensures integrity and protection of enterprise system/data through appropriate use of backup and archiving technologies including disk-imaging, file system backup, and data de-duplication.
 8. Ensures enterprise system availability and recovery by utilizing fault tolerant and highly available services/ and technologies.
 9. Works professionally and effectively with vendors, Clark County School District process/application owners, and other District technical staff in support of applications running on server environments.
 10. Prepares and maintains flowcharts, system diagrams, documentation, procedures, runbooks, etc., to illustrate/communicate system and application landscapes.
 11. Develops test plans for system validation when system changes are made to ensure applications work as intended and meet customer needs.
 12. Follows change control procedures.
 13. Provides guidance to Server Administrator I & II on technical, professional, and team process matters as needed.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves architecture and technical lead responsibility aspects of the District's highly-available enterprise systems landscape including, but not limited to: requirements gathering and analysis, installation, systems monitoring and repair, hypervisor architecture, storage area networking architecture, independent technical research, hardware and software troubleshooting, debug and testing, configuration and change control management, and technical documentation.

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 and ability to operate popular vendor implementations of them.
 3. Knowledge of and ability to support highly-available server, storage, and network landscapes hosting Windows, Linux, and Unix/Solaris operating systems.
 4. Knowledge of and ability to operate popular vendor implementations of storage area networks (SAN) including disk subsystems, storage virtualization, storage system copy/mirror services, and related protocols including fiber channel, Internet Small Computer System Interface (iSCSI), Network File System (NFS), Common Internet File System (CIFS), and Fibre Channel over Ethernet (FCoE).
 5. Ability to develop and implement business continuity and disaster recovery processes.
 6. Knowledge of and ability to operate popular vendor implementations of hypervisor solution technologies for desktops, servers, storage, and networks.
 7. Ability to methodically analyze processes and systems to understand issue(s) and determine solution(s).
 8. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials; conducts in-service trainings.
 9. Strong analytical skills, including the ability to maintain a high level of concentration and solve problems using logical methods.
 10. Ability to apply established Information Technology (IT) industry best practices in a variety of workplace circumstances.
 11. Ability to exercise independent judgment within established guidelines.
 12. 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.
 13. Ability to maintain knowledge of current/emerging technology and its applications.
 14. Ability to coordinate multiple projects and meet predetermined deadlines.
 15. Ability to work flexible hours or shifts.
 16. Ability to be on-call for support after-hours.
 17. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. 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 Education Development (GED), foreign equivalency, etc.)
2. Eight (8) years of recent progressively detailed experience providing server administration of medium-to-large, mission-critical, multi-user applications (i.e., user populations greater than 300); or,
Two (2) years of college/associate's degree including courses in Information Technology (IT) such as Management Information Systems (MIS), Computer Science, etc.; plus, six (6) years of recent progressively detailed experience as described above; or,
Bachelor's degree in an IT-related field such as Management Information Systems (MIS), Computer Science, etc., plus four (4) years of recent progressively detailed experience as described above.
3. Four (4) years of experience managing server operating systems such as Microsoft Windows Server or UNIX/Linux to include high-level system hardening, troubleshooting/diagnostics, and clustered applications.
4. Three (3) years of experience administering a multiple node hypervisor environment hosting and serving multiple heterogeneous guests on premise and subscribed services.

Licenses and Certifications

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

Preferred Qualifications

1. Currently serving as a Server Administrator II in the District for the last two (2) years with satisfactory performance reviews.
2. Industry certification in the areas of server, storage, or application administration technologies such as Microsoft Windows Server Enterprise, Red Hat Linux, VMWare, Microsoft Cluster Services, Solaris, NetBackup, or Storage Area Networking (SAN) in support of large-scale, enterprise-wide systems and applications.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcript 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.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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 and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

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).

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/power tools, etc.

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: 01/14/16