

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: SERVER ADMINISTRATOR

REPORTS TO: Manager of Network Operations

QUALIFICATIONS: Experience with Mobile Device Management systems.
Experience supporting multiple platforms including Windows, Mac OS, iOS, and Chrome OS in an enterprise environment.
Experience with VMware ESXi and Horizon View.
Proficient in Active Directory features and functionality.
Ability to automate administrative tasks using Powershell, Shell scripts, or other tools.
Experience managing cloud hosted resources including Google Apps.
Familiarity with administration of SQL and Oracle databases
Familiarity with networking technologies including routing, VLANs, and ACLs.
Familiarity with backup and storage technologies.
Familiarity with disaster recovery and business continuity planning and testing.
Ability to gracefully react to high-priority requirements with little or no notice
Must be able to communicate effectively orally and in writing.
Required criminal background check and proof of US citizenship or legal resident alien status
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

JOB GOAL:

This is a staff position within the Technology Services and Solutions department accountable for ensuring continuity of computer use by supporting, maintaining, and upgrading reliable on-premise and cloud-base server systems.

PERFORMANCE RESPONSIBILITIES:

1. Installs, maintains and supports district servers and storage infrastructure by performing upgrades of software, maintaining computer hardware, and improving efficiency by evaluating server functions.
2. Manages security settings and user preferences on mobile devices (laptops, iPads, Chromebooks) through the use of a Mobile Device Management system.
3. Manages all Active Directory functions including Printing Services, LDAP access, and Group Policy Objects.

4. Ensures that systems remain stable, secure, and optimized, and integrates and leverages new technologies.
5. Troubleshoots technical tickets escalated from the service desk and provides technical support to other support teams and team members.
6. Performs daily backups of all critical systems and maintains proper documentation of business continuity and disaster recovery processes.
7. Manages and supports VMware ESXi and vSphere administration.
8. Manages and supports VMware Horizon View virtual desktop infrastructure.
9. Manages and supports Windows and Mac infrastructure servers and systems, such as Genesis, Systems 3000, Kronos, SharePoint, district web servers, anti-virus, and system monitoring solutions hosted on virtual and blade server hardware environments.
10. Automates administrative tasks using scripting and system management tools.
11. Coordinates assistance from third parties and vendors when necessary.
12. Works cooperatively with others and accepts direction from supervisors.
13. Participates in professional development and technical training as necessary to maintain and upgrade skills.
14. Assists in the development and implementation of the long-range technology plan.
15. Performs such other duties that may be assigned.

Board Approved: April 30, 2015