	HACKENSACK PUBLIC SCHOOLS *191 Second Street, Hackensack, NJ 07601* **JOB DESCRIPTION**

TITLE:	Systems Administrator
REPORTS TO:	Technology Coordinator
DATE APPROVED:	October16,2023 **BY:** Board of Education

NATURE AND SCOPE OF JOB:

The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures support to organizational/departmental goals.

QUALIFICATIONS:

1. Hold a Bachelor (4-year) degree required, with a technical major preferred.
2. Possess at least three (3) or more years' experience with Windows Server and Active Directory.
3. Possess at least three (3) of or more years' experience with administering Google Apps.
4. Possess at least three (3) or more years' experience with Chromebook deployment and maintenance.
5. Possess at least three (3) or more years' experience with Mobile Device Management.
6. Demonstrate leadership in school improvement, program development, and school district operations.
7. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
8. Demonstrate integrity and good moral character and initiative.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the Agreement between the Hackensack Board of Education and Superintendent of Schools, and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
2. Perform regular security monitoring to identify any possible intrusions.
3. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery disks are created, and media is recycled and sent off

site as necessary.

4. Perform regular file archival and purge as necessary.
5. Create, change, and delete user accounts per request.
6. Manage GPOs, user accounts and OUs.
7. Assist with the effective security review of the security objects, operating processes, and technologies related to Active Directory on a periodic basis.
8. Utilize/maintain infrastructure monitoring technologies (WhatsUp! Gold)
9. Assist management and other team members with information gathering and other related tasks.
10. Provide Tier III/other support per request from various constituencies. Investigate and troubleshoot system issues.
11. Repair and recover from hardware or software failures. Coordinate and communicate with impacted stakeholders/departments.
12. Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
13. Assist management and other team members in documenting and maintaining effective internal control processes and procedures.
14. Participate in routine testing/review of District Disaster Recovery/Business Continuity Plan.
15. Work closely with field technicians and Network Engineer to assist with projects, develop/refine procedures and configurations and provide general guidance.
16. Interact with users and evaluate vendor products.
17. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
18. Upgrade and configure system software that supports District infrastructure applications or Asset Management applications per project or operational needs.
19. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.
20. Configure CPU, memory, and disk partitions as required.
21. Analyze and isolate issues.
22. Perform periodic performance reporting to support capacity planning.
23. Maintain system documentation.
24. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
25. Demonstrate aptitude and competence for assigned responsibilities.
26. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
27. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
28. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education.
29. Policies, Regulations and Procedures, and contractual obligations.
30. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.