

LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR

TITLE: IT Systems Administrator

REPORTS TO & EVALUATED BY: IT Systems Manager

SALARY: Confidential Salary Schedule

DEPARTMENTS: District Office

CLASSIFICATION: Confidential

WORK YEAR: 260 DAYS

BASIC FUNCTIONS:

Under the direction and supervision of the IT Systems Manager, this position provides various technical services and support activities related to the District's Information Technology program. The IT Systems Administrator is responsible for the input and data management of accurate information related to the District's information systems and applications including, but not limited to, PowerSchool, Google Workspace for Edu, Cisco, and Clever. This person is responsible for providing technical support to ensure that the District information and communications systems are operating effectively and efficiently. The IT Systems Administrator implements District policies and department procedures and makes decisions consistent with departmental plans, practices and directives; establishes and maintains contact with personnel at schools, school districts, and other agencies as appropriate; maintains confidentiality regarding all matters related to the District information system; and assists in short and long term planning for the Information Technology program. This position will work in support of District departments to develop reports, input data, maintain the network infrastructure, support IT Technicians, and provide assistance in managing information.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Assists the IT Systems Manager in the implementation and maintenance of student database systems in accordance with program requirements and performs imports and exports of data from one software program to another.
2. Provides support to the Educational Services department and schools.
3. Maintains and upgrades hardware and software and provides technical support to sustain the information network systems, including but not limited to: PowerSchool; network security systems including firewalls, network protocols and authentication; low voltage wiring including Cat5e/6, Audio/Video wiring, and Fiber-optic; and the District's telephony system (VOIP) and mobile devices.
4. Maintains, installs and updates the district web-filtering system and email services as well as functions as the lead contact for email, phone, laptop, iPads, and printer setup and support.
5. Assists the IT Systems Manager to develop and maintain backup and recovery strategies and in-house applications for District accounts, networks and services.
6. Assists the IT Systems Manager in the maintenance and administration of such infrastructural systems including but not limited to Mobile Device Management, Student Information Systems, Communication Systems, School Safety Systems, VoIP, Google Workspace, firewalls, wireless and wired networks, ensuring all devices and systems are properly configured, secure, and accounted for. Develops and maintains documentation of these systems, including support guides, flow charts, and professional development as required.

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7. Administrates the District's Google Workspace domain.
8. Complies with District policies and regulations, including but not limited to the inventory control process.
9. Establish and maintain effective relationships with department and District staff, architects, contractors and other personnel contacted during the course of business.
10. Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. Training and/or experience equivalent to the completion of 2 years of college level course work with emphasis on technology/computer systems.
2. Training in computer systems and software, including databases, productivity suites, Google Workspace apps and administration, Microsoft Office, Cisco IOS, Microsoft Windows Server, Networking, Firewalling and Mobile Device Management.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- database operations with preference for PowerSchool
- Windows, UNIX, MacOS, iOS, and Chrome OS
- Unix and Windows scripting
- a basic understanding of HTML, PHP, SQL and JavaScript
- knowledge of Unix and Windows scripting; a basic understanding of HTML, PHP, SQL and JavaScript

Ability to:

- effectively deploy such protocols as DHCP, SMTP, FTP/TFTP, DNS and other networking protocols
- communicate effectively in both verbal and written forms and maintain confidentiality related to student, staff and District data
- ability to establish and maintain effective relationships with District staff, architects, contractors and others

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

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

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This position classification involves sitting, walking, and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 60 pounds or less on a regular basis. The position requires mobility to climb, kneel, stoop, crawl, reach, and bend, accurate perception of sound; near and far vision with the ability to read small print; dexterity; and the providing of oral information and direction. The position is primarily located in an office environment with frequent school site visits. The employee will frequently work independently with high work volume and tight deadlines. The incumbent may be asked to travel within and out of the district.

LICENSES:

Possess and maintain a valid California driver’s license and insurance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional related duties may be assigned.