

Position Title	Systems Administrator		
Working Title			
FLSA Status	Exempt	Job Code	1665
Salary Band	MP4	Revised	08/2019

**General Purpose**

Working independently with minimal guidance, this position is responsible for the design, analysis, development, implementation, modification, capacity planning, performance, and ongoing support of District-wide hardware, software, and network systems; such as, network servers, routers, and switches. Responsible for operation of the District’s web-based applications.

**Illustrative Examples of Duties and Responsibilities**

Provides technical support in conjunction with District computer systems, networks, and related hardware and software. Provides database and related software application service and support.

Works closely with District personnel at all levels of experience and with vendors, consultants, and users outside of the District.

Identifies and implements software and hardware security measures as well as identifies, analyzes, and directs the purchase of new and replacement electronic equipment and software.

Researches, tests, evaluates, recommends for purchase and installs new or upgraded server-related software, network equipment, server, and storage hardware to meet District requirements. Assures compatibility with existing hardware and software capabilities and protocols. Coordinates with vendors and IT consultants to resolve or debug problems; searches vendor and Internet databases to find usable solutions.

Administers and maintains the application software for the e-mail, web filter, backup system and telephone system servers. Evaluates, recommends, and installs new or upgraded server-based application software for these servers and appliances.

Administers public website content in collaboration with the Web Services Team. Contributes to planning discussions and provides technical advice, analytics and support; develops software criteria to improve web services; reviews and evaluates software products; and may configure software to meet the functional needs of the website. Administers website backend database.

Develops and implements new methods for providing access to the web-based catalog, Integrated Library System (ILS), electronic resources and proprietary databases; evaluates and recommends new technologies and provides technical support for new technology initiatives; works with vendors to identify and resolve authentication problems with electronic databases.

Designs and maintains security plans and group policies for all servers, including maintaining District password policies, anti-virus software and other security-related software systems. Collaborates with the Endpoint Administrator for desktop group policy settings.

Coordinates with the Finance Director and the Human Resources Director to assure proper function of Business Office and HR software. Coordinates with other District departments to assure required access to Terminal Servers for products such as Schedule 3W and remote access to Symphony.



www.sclld.org  
 Administrative Offices  
 509.893.8200  
 fax 509.893.8472

Airway Heights Library  
 509.893.8250  
 Argonne Library  
 509.893.8260

Cheney Library  
 509.893.8280  
 Deer Park Library  
 509.893.8300

Fairfield Library  
 509.893.8320  
 Medical Lake Library  
 509.893.8330

Moran Prairie Library  
 509.893.8340  
 North Spokane Library  
 509.893.8350

Otis Orchards Library  
 509.893.8390  
 Spokane Valley Library  
 509.893.8400

Creates procedures for configuring, installing, and maintaining server based application and security software.

Responds to Helpdesk requests by providing advanced hardware and software support or referring to appropriate IT staff. Provides technical support to end-users.

Collaborates and coordinates with staff in testing and evaluating emerging computer technologies and applications

Performs other related tasks as necessary.

**Supervision**

Reports to: IT Manager

Supervises: N/A

**Minimum Qualifications**

Required

Bachelor's degree in an information technology-related field and three years current progressively responsible full-time work experience with advanced technical support or related IT field

Five years current, progressively responsible full-time work experience with IT support, including installation, repair and maintenance of Windows desktop computers or servers, or related IT field may substitute for the bachelor's degree.

Preferred

Experience working in a Windows Network environment preferred.  
MCSE or Cisco certification preferred.

The District may accept an equivalent combination of education and experience in lieu of the above requirements.



www.sclld.org  
Administrative Offices  
509.893.8200  
fax 509.893.8472

Airway Heights Library  
509.893.8250  
Argonne Library  
509.893.8260

Cheney Library  
509.893.8280  
Deer Park Library  
509.893.8300

Fairfield Library  
509.893.8320  
Medical Lake Library  
509.893.8330

Moran Prairie Library  
509.893.8340  
North Spokane Library  
509.893.8350

Otis Orchards Library  
509.893.8390  
Spokane Valley Library  
509.893.8400

## Necessary Knowledge, Skills & Abilities

### Knowledge of

- Computer operations and best practices in a networked environment and current versions of Windows Server Software.
- Server management in a VMWare environment.
- Operating systems and applications, including disk imaging, telephone system and back-up software in a Windows Network environment.
- Active Directory, Group Policy, and other management tools to manage users, groups, applications, and security in a Windows Domain Environment.
- Network equipment, including routers, switches, and security appliances
- Scripting languages appropriate for automating reoccurring tasks.
- Microsoft SQL Server and/or MySQL database installation and operation.

### Skill in the application and use of:

- Desktop and server security including enterprise anti-virus software and Windows Software Update Service.
- Troubleshooting methods to solve network as well as computer hardware and software problems.

### Ability to

- Organize and manage complex projects.
- Document network and server operational procedures.
- Provide technical assistance to customers having varying levels of technical expertise and aptitude.
- Organize and maintain records and files.
- Communicate effectively with staff and others, both orally and in writing
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Maintain confidentiality of customer information;
- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment;
- Work quickly and accurately; follow directions; meet deadlines.

## Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting at a desk using a computer or while standing at a counter for extended periods of time. The noise level is usually moderate. Occasional travel to a variety of locations to perform work. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the physical environmental requirements of the position.

An individual performing the duties in this position may be required to sit or stand for long periods of time, climb (typically using a ladder or stool), lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.



[www.sclld.org](http://www.sclld.org)

Administrative Offices  
509.893.8200  
fax 509.893.8472

Airway Heights Library  
509.893.8250

Argonne Library  
509.893.8260

Cheney Library  
509.893.8280

Deer Park Library  
509.893.8300

Fairfield Library  
509.893.8320

Medical Lake Library  
509.893.8330

Moran Prairie Library  
509.893.8340

North Spokane Library  
509.893.8350

Otis Orchards Library  
509.893.8390

Spokane Valley Library  
509.893.8400

## Special Requirements

Criminal background check required.

Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

*The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



[www.sclld.org](http://www.sclld.org)

Administrative Offices  
509.893.8200  
fax 509.893.8472

Airway Heights Library  
509.893.8250

Argonne Library  
509.893.8260

Cheney Library  
509.893.8280

Deer Park Library  
509.893.8300

Fairfield Library  
509.893.8320

Medical Lake Library  
509.893.8330

Moran Prairie Library  
509.893.8340

North Spokane Library  
509.893.8350

Otis Orchards Library  
509.893.8390

Spokane Valley Library  
509.893.8400