

Job Summary:

The job of System Analyst is done for the purpose/s of managing and maintaining the servers and server functionality for the Tulare County Office of Education (TCOE). This includes implementing new servers, reassigning existing servers and decommissioning obsolete servers. Server functionality includes (but is not limited to), e-mail, web content delivery, directory services, name services, file sharing, printer sharing, proxy, document imaging, anti-virus, Internet filtering, data backup. He/she coordinates with staff to maintain backup coverage of network and PC support. He/she reports status to the Director of Information Systems. He/she supports and trains staff and end-users about new and/or existing server functions and/or changes in function.

Essential Functions:

- ▶ Coordinates with staff for the purpose of smooth network operations and backup coverage for the office and districts.
- ▶ Develops tasks and directions for personal computer (PC) technician for the purpose of internal and external support and backup coverage of personal computers and peripherals.
- ▶ Employs Internet filtering solution for the purpose of ensuring Children's Internet Protection Act (CIPA) compliance for office and districts.
- ▶ Enables sharing of files and printers for the purpose of facilitating efficient resource usage by office employees.
- ▶ Implements disaster recovery plan for the purpose of resuming operational functionality in a timely manner.
- ▶ Maintains document imaging system for the purpose of enabling easy and accurate access to electronically scanned information.
- ▶ Maintains e-mail servers for the purpose of keeping electronic communications operational.
- ▶ Maintains name service database for the purpose of name to Internet Protocol (IP) number translation for the office and districts.
- ▶ Maintains proxy server for the purpose of enabling Internet access for private IP range users.
- ▶ Maintains servers and server security for the purpose of keeping the day-to-day operations of TCOE viable.
- ▶ Manages directory structure for the purpose of keeping the internal systems operations available.
- ▶ Operates antivirus solution for the purpose of maintaining an uncompromised computer and network system.
- ▶ Operates backup software for the purpose of ensuring data security and integrity for the office.
- ▶ Provides technical support of web servers for the purpose of presenting web-based content to internal and external users.
- ▶ Recommends equipment purchases for the purpose of augmenting and/or replacing existing hardware to keep performance levels satisfactory.
- ▶ Reports server status for the purpose of keeping the Information Systems Director and staff abreast of any problems and/or solutions.
- ▶ Supports staff and end-users for the purpose of enabling efficient and proper use of servers and server functions.
- ▶ Trains staff on server usage for the purpose of being able to utilize any new functionality.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - maintain and foster a team spirit with fellow staff;
 - create and manage a cohesive server farm and maintain optimum efficiency;
 - analyze projects to determine requirements and estimate time lines;
 - track multiple projects and keep things on task;
 - build, configure and plan existing and new servers;
 - troubleshoot;
 - diagnose;
- ▶ **Knowledge of:**
 - Windows server and workstation software, Linux preferred;
 - Active Directory;
 - e-mail systems (internal and external);
 - Internet support systems (DNS, IIS, ISA, etc.);
 - Internet and server security methods;
 - SQL database language desired;
- ▶ **Ability to:**
 - communicate effectively over the phone, in meetings, via videoconferences, in a seminar setting, or electronically;
 - establish and maintain effective working relationships with those contacted in the performance of duties;
 - introduce and train others on server technologies;
 - work productively in a multi-tasking environment;
 - maintain multiple servers;
 - setup and configure servers and workstations in a networked environment;
 - recognize trends in the server and operating system industry;
 - maintain records and keep documentation up-to-date;
 - keep management apprised of issues and recommend solutions for those issues.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 100% sitting, % walking and % standing. The job is performed under minimal temperature variations,

Experience Required:

- ▶ Job related experience within specialized field is required.
- ▶ Five years experience working with computer systems and networks in an Enterprise-level server installation.

Education Required:

- ▶ Targeted job related education that meets organization's prerequisite requirements.
- ▶ Bachelor's Degree preferred

Certificates, Licences, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.