

## **SERVER ADMINISTRATOR** (Albany School District)

**DISTINGUISHING FEATURES OF THE CLASS:** Under supervision of the Chief Information Officer, the incumbent of this class is mainly responsible for handling exchange server administrations, as well as installing, maintaining and designing server-based applications. Additionally, the incumbent may monitor the server for viruses and keep the anti-virus signatures current. Supervision is not exercised over others.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Manages and administers servers and server utilization;
- Creates and manages email accounts;
- Researches, designs, installs and sustains server-based applications;
- Monitors file servers for viruses and keeps server anti-virus signatures current;
- Participates in QA testing and integration of new server and desktop software as needed;
- Sustains and updates data server room;
- Installs backup programs on servers and collaborates with operations to ensure backup programs are successfully executed;
- Administers monthly audit of file servers to ensure all critical files and datasets are being backed up;
- Assists operations with running data restores as required;
- Assists Tech Support and Desktop Support personnel in troubleshooting desktop/server relationship issues;
- Proactively monitors service level performance of hardware and software and reports any performance issues to the server team leader;
- Coordinates with development team to schedule releases of software updates;
- Attends and actively participates in weekly meetings;
- Fosters District success through a professional appearance, being courteous to customers and all CSDA associates;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of Windows Server 2000/2003 and MS SQL Server 2000;
- Thorough knowledge of Internet Information Services 6.0 and higher;
- Good knowledge of Exchange and Visual Basic Script;
- Good knowledge of data backup software and strategies;
- Good knowledge of personal computers and office equipment;
- Working knowledge of web application security, understanding of vulnerabilities and countermeasures;

- Skill in installation, tailoring, and configuring Windows 2003 or higher workstation and server;
- Ability to troubleshoot Windows Server 2000/2003, MS SQL Server 2000, Exchange and Visual Basic Script;
- Ability to learn new skills quickly;
- Ability to multitask;
- Ability to effectively communicate issues and resolutions to all levels of the organization;
- Confidentiality;
- Detail oriented;
- Excellent organizational skills;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in computer science or a closely related field **and one** of the following: one (1) year full-time paid experience as a competent Level 2 or 3 Desktop System Support, one (1) year full-time paid experience in a similar position inside or outside of the District, or two (2) years full-time paid experience in Windows 2003 or higher; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma, two (2) years of full-time paid experience in the operation of personal computers, software, applications, or peripherals **and one** of the following: one (1) year full-time paid experience as a competent Level 2 or 3 Desktop System Support, one (1) year full-time paid experience in a similar position inside or outside of the District, or two (2) years full-time paid experience in Windows 2003 or higher; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.