

SYSTEM ADMINISTRATOR
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing systems support including the maintenance and upgrades to hardware, software and networks. An employee in this class creates end user reports for the communication of information and provides systems training to employees. The incumbent also performs project management for information technology projects within the agency. Supervision is received from a higher-level administrator. Supervision is not exercised over others.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serves as systems administrator for district applications and/or software;
- Works with district personnel to identify, evaluate and plan technology initiatives;
- Manages information technology project phases including needs assessment, priority-setting and delivery of project results including resources, timelines, workload planning and budgets;
- Assists in the development of department budget and monitor expenditures;
- Serves as technical team lead;
- Works with management to ensure systems and/or applications meet all applicable rules and regulations;
- Assists management in making projects and/or team decisions;
- Maintains documents and records of systems administration;
- Evaluates new applications as they pertain to the agency, and makes recommendations to higher-level administrators;
- Identifies areas of technology and/or policy improvement and makes recommendations to higher-level administrators;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough understanding and technical knowledge of network and PC operation systems, hardware, protocols and standards;
- Thorough knowledge of IT strategic planning and development, project management and policy development;
- Thorough knowledge of information systems, principles and methods of application;
- Thorough knowledge of basic repair and maintenance of computer equipment;
- Good knowledge of business theory, business processes, management, budgeting and business operations;

- Ability to learn new skills quickly;
- Ability to multitask;
- Ability to apply information technology in solving business problems;
- Ability to effectively communicate issues and resolutions to all levels of the organization;
- Strong understanding of human resource management principles, practices and procedures;
- Excellent written, oral and interpersonal communication skills;
- 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 a Bachelor’s Degree (or higher) in computer science, information systems or a closely related field **and** four (4) years full-time paid experience in the operation of an information technology department, which at least two (2) years of must have been in system administration and/or computer applications; **OR**
- B. 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 in computer science, information systems or a closely related field **and** six (6) years full-time paid experience in the operation of an information technology department, which at least two (2) years of must have been in system administration and/or computer applications; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma **and** eight (8) years full-time paid experience in the operation of an information technology department, which at least two (2) years of must have been in system administration and/or computer applications; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.