

EMPLOYEE NAME: _____

Revised: 2/07; 12/10; 10/12; 10/15; 10/16; 6/18;11/20

JOB DESCRIPTION

POSITION TITLE: Systems Architect IV, Team Lead	JOB CODE: 446D
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Enterprise Services	WORKDAYS: 238
REPORTS TO: Director, Enterprise Services	PAY GRADE: Level D (NT04)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for the successful completion of the tasks and deliverables within the enterprise services department; assists in the planning, forecasting, implementation, and identification of resource requirements for network systems (including wireless) of moderate complexity; participates in systems planning, system architecture design and engineering; integrates and schematically depicts systems architectures, topologies, hardware, and software into complete network configurations; evaluates new products, performs network and system problem resolution and assists in the development and documentation of technical standards and interface applications; monitors protocol compatibility, performs system tuning and makes recommendations for improvement; designs, installs, configures, maintains, and optimizes Microsoft's Active Directory, System Center Configuration Manager and System Operations Manager products; able to handle high volume software configuration and deployments.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree in computer science or related field (or equivalent work experience) that provides the required knowledge and skills in current industry principles and practices of designing, developing and managing enterprise-wide servers and operating systems
2.	Certification/License Required: Microsoft Certified IT Professional (Enterprise Administrator), Cisco Certified Network Associate (CCNA) Routing and Switching, Certified Information Systems Security Professional (CISSP) or other relevant certification
3.	Experience: Minimum of ten years of experience in network engineering and systems administration
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to thoroughly and accurately document policies and procedures

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Directs the activities of subordinate personnel in the network operations department.
3.	Provides input to performance objectives and performance reviews of subordinate personnel in the network operations department.
4.	Develops project plans for network operations.
5.	Writes standard operating procedures (SOPs) and maintains content of current documentation for the network and system administration.
6.	Maintains and documents system configurations.
7.	Maintains and documents equipment maintenance schedules.
8.	Maintains and documents system access and control procedures.
9.	Manages system performance, acting as appropriate.
10.	Maintains historical records for network operations.
11.	Participates in the development and testing of plans to continue information systems functions in the event of a disaster that interrupts normal network operations.

12.	Participates in development and periodic testing of security processes as they relate to the network systems.
13.	Provides direct consultation and support to projects or application developers in the areas of network configurations and operations.
14.	Participates in the inspections of Software Development Life Cycle (SDLC) deliverables to provide a network operations perspective.
15.	Researches, evaluates, and makes recommendations concerning new third-party products or industry trends which are related to network operations and the impact of using such products.
16.	Leads the development of network requirements, completes feasibility studies and provides recommendations for the Change Control Board (CCB).
17.	Moderates and inspects SDLC deliverables; e.g. system and network specifications, development test plans, integration test plans, and construction elements.
18.	Provides constructive feedback and commitment to continuous improvement in client-wide quality initiatives.
19.	Participates in the resolution of service requests from the Customer Care Center (CCC) within approved guidelines and timelines.
20.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).
21.	Participates in assessing skill levels and schedules of subordinate network personnel to ensure effective coverage and support.
22.	Participates in Interviews of perspective candidates and new employees for the network service organization.
23.	Provides input to performance objectives and performance reviews of subordinate personnel in the field service organization.
24.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____