

Union Public Schools Job Description

Position Title: Senior Systems Analyst
Department: Information Technology
Reports To: Director of Information Technology

FLSA Designation: Exempt

SUMMARY: Serves as the District's network administrator and supervisor of Information Technology Systems Analysts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

- Maintains and is responsible for all District servers.
- Maintains and is the District's network administrator.
- Works professionally with diverse personality types.
- Keeps professional composure during difficult situations.
- Provides positive customer service attitude
- Develops and manages hardware and software projects.
- Installs and maintains LANs.
- Maintains the District's WAN.
- Provides training, when necessary to I.T. staff and other District employees.
- Travels to sites within District as needed.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees, Systems Analysts.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE: Bachelor's degree in technology related field with three at least three (3) years of experience in the following areas; general computer experience with hardware and software, Active Directory Group policy creation, experience with Microsoft Exchange server, and supporting and configuring Cisco switches. Preferred experience includes two (2) years of experience in the following areas; network management, understanding of Cisco equipment and with specific understanding of Cisco VoIP equipment, understanding IP addressing, Microsoft SQL Server, and project management experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend technical instructions, short correspondence and memos Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals Ability to present information in one-on-one

and group situations to staff members. Ability to fill out simple forms Ability to speak effectively before staff members. Ability to write simple correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Ability to plan and facilitate training sessions for staff members. Ability to develop and maintain effective working relationships with staff Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk; sit, stoop; reach with hands and arms; and talk or hear. This job requires the use of hands and fingers to handle or feel objects, tools, or controls. Hand and finger dexterity for operating computer equipment and peripherals is required. The employee is occasionally required to lift and/or move up to 50 pounds. Ability to withstand long-term use of Video Display Terminals is required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, although it can vary depending on daily activity. The employee will work near or with electronic equipment.