SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
Position/Job Description

ADMINISTRATOR, IS Systems Analyst

QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering or a related field and five (5) years of work experience in programming/systems analysis **OR** High School Diploma, equivalence or Florida Special Diploma and ten (10) years of work experience in programming/systems.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in Windows Server operating system management.
- Proficiency in Microsoft Hyper-V and/or VMWare server virtualization management.
- Proficiency in Microsoft Active Directory management of multi-domain environment.
- Proficiency in ADFS and/or SAML authentication.
- Proficiency in Microsoft SQL Server database management.
- Proficiency in software development, testing, quality assurance and maintenance.
- Working knowledge of programming/scripting languages such as PowerShell, Visual Basic, and Perl.
- Ability to provide application support in an enterprise-level environment.
- Ability to perform server, application, and client troubleshooting.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO   Supervisor, IS Operations
SUPERVISES   Assigned Personnel

POSITION GOAL

To design systems and maximize efficiencies in technology to meet school district needs in both instructional and operational environments.

PERFORMANCE RESPONSIBILITIES

1. *Evaluate instructional, and operational technology and recommend strategies for continuous improvement.
2. *Work closely with internal and external clients to gather information, clarify technology performance objectives through gap analysis, and lead teams in collaborative problem solving to reduce or close identified gaps in technology.
3. *Establish and maintain a climate of collaboration and problem solving both within the Information Services Department and across other instructional and operational units within the organization.
4. *Support the technology needs required to operate an enterprise unified communications system.
5. *Support the organization's ongoing efforts to mitigate cybersecurity threats and educate all users of best practices for protecting personal data.
6. *Prepare and present requirements for technology systems improvements.
7. *Define systems security and control procedures.
8. *Updates professional knowledge by seeking and participating in professional development opportunities, reading professional publications, and building and maintaining personal networks to include a vendor network.
9. *Organize and monitor technology projects and manage resources assigned to projects.

10. *Represent the Information Services Department when assigned to committees/projects requiring technical expertise.
11. *Develop and test system/data conversion plans and execute conversion plans for successful implementation.
12. Perform other duties as assigned by the Supervisor, IS Operations.
*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Server/Unified Communications Equipment, Standard Office Equipment, PC

PHYSICAL REQUIREMENTS

Light Work   Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting   Resting with the body supported by the buttocks or thighs.
Finger Dexterity   Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions   Substantial and continuous movements of the wrist, hands, and/or fingers.
Talking   Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity   The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors   The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES		FLSA		BOARD APPROVED
AO-10-F $65,527 - $100,516	PeopleSoft Position	TBD	☐ Applicable		**April 28, 2020**
District Salary Schedule	Personnel Category	14	☒ Not applicable	Previous Board Approval	**March 14, 2017**
Months 12	EEO-5 Line	44			**December 15, 1998**
Annual Days 258	Function	7750			
Weekly Hours 37.5	Job Code	1439		ADA Information Provided by	Tom Condo
Annual Hours 1935	Survey Code	82020		Position Description Prepared by	Tom Condo

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.