

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

IT Systems Lead

Technology Department

Purpose of the Job

Functions as subject matter expert for all District technology assets. Provides engineering design, administration, and support for all IT infrastructure components, including, but not limited to: networking, servers, and telephone system. Functions as lead developer/programmer for all district database applications. Assists Technology Supervisor with department workflow and functions as department lead technician.

Essential Job Functions

1. Design, implementation, administration, maintenance, and repair of all technology resources within the North Kitsap School District environment.
2. Maintain district LAN/WAN, to provide consistent uptime and network connectivity to all NKSD campuses.
3. Administration of next generation firewall/content filter, to maintain data security and provide appropriate and auditable internet connectivity to all users.
4. Continuous monitoring of network and server utilization and performance, and identification of enhancements to insure continued availability of resources.
5. Maintain large-scale server and storage environment, both physical and virtual.
6. Administration of multiple and complex SQL database environment.
7. Perform multi-stage and off-site backups of district data, and assist to determine appropriate retention policies of such.
8. Support of district-wide IP telephone system
9. Interface with other non-Tech department managed equipment, such as HVAC, security, video surveillance, sprinklers, etc.
10. Provide direct support to district and building technicians for network and server issues.
11. Assist Technology Supervisor with directing district and building technicians' projects and workload, and function as the Tech Department lead.
12. Other related duties as assigned.

Qualifications:

Education & Experience:

1. High school diploma required.
2. Minimum of an Associate degree in Computer Information Systems, or closely related field. Bachelor degree preferred, or equivalent work experience.
3. Minimum seven years' experience administering an enterprise-level network environment, utilizing Microsoft Active Directory and System Center, VMWare/Hyper-V virtualization, and Cisco networking.
4. Experience working in academic/educational environment.
5. Industry-standard IT certifications such as Microsoft MCSE, Cisco CCNA, or equivalent.

Knowledge Skills & Abilities:

1. Subject Matter Expert (SME) level competency on Microsoft technologies, including but not limited to: Microsoft Server 2008/2012, Windows 7/8, Active Directory, System Center, Exchange/O365, SQL 2008/2012/2014.
2. SME level competency on virtualization technologies such as VMWare ESXi and Microsoft Hyper-V.
3. SME level competency with Cisco-based networking technologies and network monitoring such as Cisco Prime.
4. High-level experience with next-generation firewalls such as Fortigate.
5. Extensive experience with storage-area networks and network attached storage devices (SAN/NAS).
6. Experience administering an enterprise-level wireless network environment such as Cisco, Ruckus, Aruba, etc.
7. Strong background in administering SQL databases, and competency in programming languages such as Java, VBS, C#, PHP, PERL, etc.
8. Strong ability to effectively analyze and troubleshoot any and all technology related issues as they occur.
9. Ability to effectively manage multiple tasks or projects simultaneously, independently, and without direct supervision.
10. Ability to assist Tech Department Supervisor with management and workflow direction of network, district and building technicians; and function as Lead technician.
11. Strong interpersonal skills and ability to communicate technical information to non-technical staff.
12. Ability to crouch, crawl, bend, or kneel to service computers and network equipment.
13. Ability to move or carry objects weighing over 50 pounds.

Licenses, Certificates & Special Requirements:

1. Valid Washington State Driver's License required.
2. Available during off-hours for unplanned system emergencies or equipment problems, and for occasional projects occurring outside of normal work hours (nights/weekends).

Reporting Relationship:

Reports to the Technology Department Supervisor

Conditions of work:

Union Affiliation:

Non-bargained

FLSA Status:

Non-exempt

Salary Range:

Non-bargained

Job #:

Job History:

Created: 7/10/15

Immediate Supervisor	Date	Asst. Superintendent of Human Resources	Date
----------------------	------	---	------

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.