

Information Systems Administrator – Nicholas County

Term of Employment: 140 days

SALARY: \$300 per day

Nature of Work

Functions as lead in installing, implementing, and maintaining micro and mini computers and related peripherals. Performs end user support for general hardware and network issues. May receive specialized training for support of software or peripherals. The Administrator is responsible for the implementation of policy through the configuration of server and workstation software and hardware.

Examples of Work

Plan for the support of software and hardware purchased from contract vendors as part of state, county, or RESA programs. Create configuration strategies for merging new purchases into the existing IT structure.

Repair of computers, monitors, printers, and similar devices. These repairs may be of any degree from component level to device replacement, and may include warranty and non-warranty procedures.

Develop a plan for system maintenance and for keeping systems upgraded.

Plan the installation of operating systems and software to specified parameters. Develop security templates, local user accounts, domain integration, and related active directory tasks.

Implement advanced configuration of workstation software and hardware. Ensure secure and functional implementation of approved software. Develop remote installation strategies.

Create and test hard drive images for mass deployment. Develop instructions and checklists for consistent, accurate deployment of images. Develop and implement standardized plan for storing and cataloging of images at location accessible storage devices.

Design and implement a backup plan. Test and check plan with drills. Implement offsite backup, redundant storage, secure storage, and hardware independent operating system imaging for critical systems. Develop a disaster recovery plan and determine staged implementation and funding criteria.

Utilize diagnostic software to identify problems with hardware and take appropriate corrective action.

Configure and manage user accounts, passwords, and related tasks

Trouble shoot network related issues from the local computer to the router. Verify delivery of essential services within the network such as DHCP, DNS resolution and forwarding.

Maintain detailed service reports and records, asset recording and tracking, inventory forms, and other records management as assigned.

Record and submit daily timesheets, assignment calendars, and other time management tasks as assigned.

Assist with and facilitate the coordination of technology resources from various funding sources within an organization.

Prepare recommendations for consideration by governing authorities, purchasing agents, and other parties as needed.

Solicit proposals for implementation, services, and supplies and requested and assigned.

Assist to the levels requested, in the design and implementation of policies, purchases, and plans to insure the coordination and facilitation of secure, serviceable, and timely IT delivery and support.

Knowledge, Skills, and Abilities

Knowledge of current PC level operating systems is required, including installation, repair, upgrading, and supporting.

Knowledge of basic LAN principles and troubleshooting is required.

General knowledge and familiarity with computer hardware, software, terminology, and practices is required.

Scripting and batch processing skills are assets, but not required.

A working knowledge of all aspects of Active Directory and domain management is required.

A working knowledge of IT security is required.

The ability to communicate with others in a clear, concise, friendly manner is required. The management of information, both in gathering and reporting is a very substantial part of this position. Effective communication skills in oral and written format are required.

The ability to interpret and compile technical information into a user friendly format is required.

Technical writing skill and experience is desired.

Minimum Qualifications

CompTIA A+ certification and CompTIA Network + certifications and Microsoft Certified System Administrator certification are required. An equivalent industry recognized certification that verifies skill set(s) comparable to those listed may be considered at the discretion of the program coordinator and or the executive director. Certifications used to qualify for any Information Technology position must be kept current and active during the duration of employment in that position.

In addition, two of the following requirements must be met with no more than one from each category;

Experience:

2 years or more paid and verifiable experience working in a corporate or educational IT setting that included Active Directory system administration and networked computer support as part of the daily work assignment.

OR

2 years or more paid and verifiable experience working in an IT setting that included end user computer support as part of the daily work assignment and 1 year or more supporting a networked IT environment.

Training or additional certifications:

Major vendor training/certification or industry recognized certification in Security (i.e. CompTIA Security+).

OR

Major vendor training/certification or industry recognized certification in Server Technologies (i.e. CompTIA Server +).

Education:

A Baccalaureate Degree from an accredited college or university in an information systems, information technology, computer science, network technology, or related program of study.

CONTRACT/AGREEMENT:

This position is grant-funded based on availability of funding. SESC employment agreements are for one year or less. SESC does not issue continuing employment contracts. The execution of this employment agreement is contingent upon funding.

EVALUATION:

Performance of full time teaching positions will be evaluated in accordance with State Board Policy.

CONDITIONS OF EMPLOYMENT:

It is the policy of SESC to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. SESC prohibits any form of racial, sexual, religious and/or ethnic harassment or violence.

EQUAL EMPLOYMENT OPPORTUNITY:

SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

DEADLINE TO APPLY:

Applications must be received by 4:00pm July 11, 2018.

Candidates for employment must submit a: 1) SESC application; 2) current resume; 3) official college or university transcripts

Please mail or email applications to:

Jason Butcher

214 N. Kanawha Street

Beckley, WV 25801

jbutcher@k12.wv.us