

Server Administrator II

Position Details

Class Code: 1529

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, installs, configures, administers, monitors, troubleshoots, supports, and optimizes servers, operating systems, and related components in support of large-scale, enterprise-wide applications and services (hypervisor platforms, student information system (SIS), enterprise resource planning (ERP) system, storage area networks, etc.).

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs physical and virtual servers; manages and monitors hardware, software, and related components for server-based applications in support of large-scale, enterprise-wide services of high-risk/impact systems.
2. Leads analysis of applications, hardware, and related components to include troubleshooting of operating systems, general networking diagnostics, communication peripherals, and system interfaces.
3. Serves as lead server administrator for Windows-based operating systems and maintains competency in Solaris/Unix/Linux operating systems and hypervisor technologies.
4. Administers and monitors system security configurations and procedures to ensure only authorized access and use.

5. Architects and administers Microsoft Windows Active Directory domains, domain trusts, Group Policy configurations, file and print, and naming services.
 6. Administers storage area networks including system and disk installation, fiber channel routing and zoning, volume creation, and presentation to server hosts.
 7. Ensures enterprise system/data integrity and protection by utilizing numerous backup and archiving technologies including disk-imaging, file system backup, and data de-duplication.
 8. Ensures enterprise system availability and recovery by utilizing fault tolerant and highly available services and technologies.
 9. Works with vendors, Clark County School District (CCSD) process/application owners, and other CCSD technical staff in support of applications running on server environments.
 10. Prepares and maintains flowcharts, system diagrams, documentation, procedures, runbooks, etc., to illustrate and communicate system and application landscapes.
 11. Develops test plans for system validation when system changes are made to ensure applications work as intended and meet customer needs.
 12. Follows change control procedures.
 13. Interfaces professionally and effectively with management and customers.
 14. Keeps pace with technology trends and adapts to functional and customer demands for enhanced or new systems and processes.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves experienced technical aspects of server administration including, but not limited to: requirements gathering and analysis, installation, systems monitoring and repair, hypervisor architecture, storage area networking architecture, independent technical research, hardware and software troubleshooting, debug and testing, configuration and change control management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of enterprise computing systems, operations, and capabilities.
2. Knowledge of server hardware platforms, processor technologies, and operating systems.

3. Knowledge and experience with protocols and technologies such as Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), File Transfer Protocol (FTP), Secure Shell File Transfer Protocol (SFTP), Hypertext Transfer Protocol Secure (HTTPS), Secure Sockets Layer (SSL), Simple Mail Transfer Protocol (SMTP), Virtual Private Networking (VPN), Remote Desktop Protocol (RDP), Microsoft Management Console (MMC), Virtual Local Area Network (VLAN), and storage/operating system virtualization.
4. Knowledge of storage area networks (SAN) including disk subsystems, storage virtualization, storage system copy/mirror services, and related protocols including, fiber channel, Internet Small Computer System Interface (iSCSI), NFS, Common Internet File System (CIFS), and Fibre Channel over Ethernet (FCoE).
5. Knowledge of fault-tolerant, highly available server systems clustering, load balancing technologies, and related infrastructure requirements.
6. Knowledge of business continuity and disaster recovery practices.
7. Knowledge of hypervisor solution technologies for desktops, servers, storage, and networks.
8. Knowledge of basic accounting, statistical, business, administrative, school, and office processes.
9. Ability to methodically analyze processes, systems, and problems in order to understand issues and determine solutions.
10. Ability to manage Microsoft Windows Active Directory services including domain administration, domain trust relationships, and Group Policy configurations.
11. Ability to read and interpret complex manuals/instructions.
12. Ability to effectively communicate with other technical support staff inside and outside of the CCSD.
13. Strong analytical skills, including the ability to maintain a high level of concentration and solve problems using logical methods.
14. Ability to use technical tools to test and debug systems.
15. Ability to learn operating principles, characteristics, and technologies of CCSD computer systems.
16. Ability to prepare clear and concise documentation, procedures, reports, and other written materials.
17. Ability to exercise independent judgment within established guidelines.
18. Ability to meet deadlines and work in an environment where priorities change frequently.
19. Ability to contribute to the efficiency and effectiveness of the unit's service to customers by offering suggestions and directing or participating as an active member of a work team.

20. Ability to maintain knowledge of current technology and new computer user applications.
 21. Ability to coordinate multiple projects and meet predetermined deadlines.
 22. Ability to work flexible hours/shifts.
 23. Ability to be on-call for support after-hours.
 24. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
 25. Ability to recognize and report hazards and apply safe work methods.
 26. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Six (6) years of recent, progressively detailed experience providing server administration of medium-to-large, mission-critical, multi-user applications (user populations greater than 300); or,
Two (2) years of college/associate's degree including courses in Information Technology (IT) such as Management Information Systems (MIS), computer science, etc.; plus, four (4) years of recent, progressively detailed experience as described above; or,
Bachelor's degree in an IT-related field such as Management Information Systems (MIS), computer science, etc., plus two (2) years of recent, progressively detailed experience as described above.
3. Three (3) years of experience managing server operating systems such as Microsoft Windows Server and UNIX/Linux, including use of tools to monitor and report systems metrics such as, Central Processing Unit (CPU) utilization, Random-Access Memory (RAM) utilization, disk input and output (I/O), network interface utilization, and backup systems.
4. Two (2) years of experience administering a multiple node hypervisor environment hosting and serving multiple, heterogeneous guests.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment

Preferred Qualifications

1. Currently serving as a Server Administrator I in the CCSD for the last two (2) years with satisfactory performance reviews.
 2. Industry certification in the areas of server, storage, or application administration technologies such as Microsoft Windows Server Enterprise, Red Hat Linux, VMWare, Microsoft Cluster Services, Solaris, NetBackup, or Storage Area Networking (SAN) in support of large-scale, enterprise-wide systems and applications.
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Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college, university, or trade school, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. Specific documented evidence of training and recent Systems, Applications, and Products (SAP) development experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Central Information Systems Department - travel to and from schools and other CCSD office settings.

Work Environment

Strength

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting to work outdoors with temperatures ranging from mild to moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, copiers, digital multi-meters, data system and communication test equipment, hand and power tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/6/24
- Created: 01/24/11