

employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 quiet.

REPORTS TO Coordinator, Administrative Technology

GENERAL RESPONSIBILITIES

1. Plans, configures, installs, maintains and documents system hardware/software to include all operating, teleprocessing, networking program products and third party product software used by the school district's Administrative Technology function.
2. Supports system hardware/software, diagnoses problems, and implements changes to resolve problems.
3. Maintains operating system software at the most current level.

SPECIFIC RESPONSIBILITIES

1. Conducts studies and evaluates new or enhanced hardware/software products to improve system efficiency.
2. Implements changes for overall system performance improvement.
3. Conducts capacity planning and configuration management studies.
4. Designs, develops and implements specialized program/routines to supplement and enhance system software.
5. Provides technical assistance and advice to other data center and network personnel on systems diagnostics and problem resolution.
6. Trains Computer Operations staff in the operation of new and existing product software.
7. Plans and coordinates the implementation of telecommunications applications.
8. Monitors system performance by using specialized software products to analyze and identify problems.
9. Works with technical personnel in systems, applications and networking to analyze application difficulties and ensure successful data communications with other computing systems.

10. Develops and implements system security policies and procedures.
11. Responsible for disaster recovery and system backup procedures.
12. Develops and maintains technical standards, procedures and techniques.
13. Maintains the allocation and utilization of direct access storage.
14. Reviews operating system software and third party vendor software licenses and maintenance contracts to ensure accurate and timely vendor billing/payments.
15. Performs other duties as assigned.