



NETWORK/INFORMATION SYSTEM ADMINISTRATOR

Job Code: 678ABE
Bargaining Unit: 06
Effective Date: 9/8/2000

QUALIFICATIONS

The minimum qualifications required for this position are as follows:

1. A baccalaureate degree in computer science, management information systems or a related field, and
2. A minimum of four years (full-time equivalent) in information systems support which includes a minimum of one year (full-time equivalent) of programming experience and a minimum of two years (full-time equivalent) of systems development/administration.

Preferred Qualifications

1. 2+ years of full-time Oracle dba experience, including monitoring, sizing, restoring and recovery.
2. 1+ years of SQL development.
3. 2+ years of systems/program development – with database languages or 4GL languages.
4. 2+ years of UNIX experience.
5. Experience with ODBC and integration of databases.
6. Experience with PeopleSoft.
7. Strong communication skills.

DUTIES

The essential functions include, but are not limited to, the following fundamental duties:

1. Maintain the assigned system – UNIX, Oracle, Student Data, etc – ensuring uptime and access.
2. Ensure the reliability of security, storage, backup and recovery.

NETWORK INFORMATION SYSTEM ADMINISTRATOR

Duties (continued)

3. Monitor and maximize the usage of system resources.
4. Add and maintain new file systems, databases, updates and applications.
5. Resolve the daily tuning, performance and access issues necessary for production information systems.
6. Evaluate, implement and maintain security requirements.
7. Develop, monitor and maintain backup and recovery processes.
8. Maintain documentation on system configuration, system processes and maintenance.
9. Provide integration processes for all information systems in the district.
10. Provide support for end users in accessing and reporting on information systems.
11. Installation/configuration/standardization of all Novell servers.
12. Investigation/installation/evaluation of systems utilities.
13. Installation/maintenance of Lotus Note servers.
14. Development of Lotus Notes databases.
15. Perform other related duties as assigned.