



Alvord Unified School District

Our Promise: All students will realize their unlimited potential.

SYSTEMS INTEGRATOR

(Salary Range - 52)

DEFINITION:

Under the direction of the Network Systems Administrator, integrating computer systems to work synergistically throughout the District, including phones, electronic locks, servers, and school programs.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Set up and maintain new configurations and management of the PCs and Servers. **E**
- Install, maintain, back up, and upgrade computer operating systems and third party software. **E**
- Participate in the design, maintenance and installation of the school site and District information systems, networks, and associated technologies.
- Evaluate emerging technologies and provide timely recommendations for system improvements and upgrades. **E**
- Schedule and tune computer operations for optimal response times and timely production. **E**
- Maintain the current District phone system. **E**
- Maintain the wireless on-line locks. This includes employee badges (Proximity cards). **E**
- Handle all work orders for the District Office and Divisions. **E**
- Assist the Computer Technician II with the high schools work orders.
- Assist the Information Technology Director with work order flow and assignment.
- Assist in the development, implementation, modification, and evaluation of District/school site technology plans.
- Monitor and enforce Information Technology standards for hardware and software purchases and installations. **E**
- Support the District Staff Development Component for Information Technology.
- Stay current with advances in information systems technologies and applications. **E**
- Communicate with vendors regarding information systems acquisition, licensing, and installation. **E**
- Communicate with users to help solve problems with District applications and procedures. **E**
- Prepare and maintain records related to passwords, licenses, work orders and other computer-related matters. **E**
- Install and manage cable, both telephone and data lines.
- Maintain user profiles and security codes in coordination with the data base programs.
- Responsible for the technical design, configuration, and implementation of local area networks
- Train Information Technology personnel in new technologies.
- Assume related responsibilities and perform related duties as required.

E = Essential function

MINIMUM QUALIFICATIONS:**Demonstrated Knowledge of:**

- District policies and procedures.
- School policies and procedures.
- Education codes, laws and regulations pertaining to information technology.
- File server installation and advanced administration, including Windows server 2000 or newer.
- MS Windows operations and peripheral equipment.
- Installation and support network devices such as file servers and network hardware installations.
- Basic local area network administration and troubleshooting skills involving Ethernet Cat 5e or greater, fiber, world-wide web, distributed network operation.
- Methods, materials, equipment, and tools used in the maintenance of both personal computer and microcomputer systems.
- Methods, tools and procedures used in the installation, repair and maintenance of PCs, local area networks, file servers, peripheral equipment and related applications and systems software.
- Modern office practices and procedures.
- Proper English usage, reading, writing, punctuation, and math at a level necessary to perform assigned tasks.
- Safety rules and regulations as applicable for computer technology and industry standards.
- Principles and techniques of supervision and training.
- Software used in educational/office settings.
- MS Office 2000/XP/2003.

Ability to:

- Plan, organize and supervise the operation of information systems at school and District sites.
- Work under pressure and deadlines.
- Exhibit high level of discretion.
- Maintain confidentiality.
- Prepare and interpret plans and specifications.
- Estimate costs of projects and work.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Assist in diagnosis and correction (or facilitate correction) of server / computer communication problems.
- Assist in preparation and maintenance of work orders and schedules; complete necessary reports.
- Oversee work orders of other computer technicians levels I and II.
- Quality control of completed work orders.
- Assist in effective diagnosis of maintenance and repair problems, and take appropriate action to resolve it.
- Assist in testing of new and existing computer equipment.
- Diagnose and troubleshoot basic network and data communications issues.
- Learn and follow the operations, procedures, policies, and requirements of an assigned program of operational unit.

- Operate tools and advanced hardware and software diagnostic equipment.
- Perform basic network administration on network systems and advanced administration on file servers.
- Perform diagnostics on microcomputers, networks, file servers, peripheral equipment and related applications and systems software.
- Perform mathematical calculations using addition, subtraction, multiplication, and division at a level sufficient to perform required duties.
- Provide orientation and training to users of microcomputers and networks. Read and interpret technical manuals.
- Recover lost files, convert data across multiple file formats and download updates such as drivers from the Internet.
- Understand and carry out verbal and written instructions, policies, and procedures in an independent manner.

License Required:

Must possess and maintain a valid California Motor Vehicles Class C Driver's License.

Training and Experience:

- Certified in MCSE 2000 server or newer
- One (1) year experience in deploying and maintaining Cisco switches and A+ certification
- Three (3) or more years of experience in the installation, maintenance, and repair of computers and related equipment and networking technology systems are required (may be concurrent with item listed below).
- Four (4) years of "hands on" experience with Windows Server 2000 network or newer (may be concurrent with item listed above).

WORKING CONDITIONS:**A. Environment**

- Office/school environment; occasional work outside buildings
- Demanding timelines
- Subject to frequent interruptions and contact with other employees
- Periodic work in equipment rooms

B. Physical Abilities

- Hearing and speaking to exchange information in person and on the telephone
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard, standard office equipment and common hand tools
- Climbing, occasional use of step ladders
- Sitting and/or standing for long periods of time
- Bending at the waist, stooping, kneeling, crouching, crawling and reaching to install computer equipment
- Carrying, pushing, pulling or lifting light equipment (up to 30 lbs.)

- Reaching overhead, above the shoulders and horizontally
- Mobility

C. Hazards

- Some contact with toxic materials
- Extended viewing of computer monitor
- Exposure to electrical wiring and low voltage cabling systems
- Occasional work in areas where high voltage electrical equipment is present
- Working around and with office equipment having moving parts

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