



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	System Administrator	<b>Location:</b>	Technology
<b>Reports To:</b>	Technology Supervisor	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- Bachelor's degree in Computer Science or equivalent combination of High School graduate and college level coursework in computer science, information systems or related field.
- Three years of experience in the programming, use, and installation of workstation & server hardware and software.
- Two years of SCCM and Azure administration support at the junior level.

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety; Valid AZ Driver's License.
- Current certification for Microsoft System Administrator or equivalent MS Certification

### Summary

- Performs a variety of information systems administration functions including installing, configuring, and supporting complex workstation operating and server-based systems and any 3rd party software.
- Monitors and maintains assigned District technology systems including servers, networking, applications, and databases; deployment of applications and services, mobile device management, and advanced technical problem solving.
- Monitors services and applications to ensure availability to system users; assists with the implementation of new and upgraded software and technologies.
- Responds and resolves high severity incidents, performs administration, logs analytics, standardizes and centrally manages customized Microsoft Windows image creation and deployment.

### Qualifications

- Excellent communication skills (written and verbal) including the ability to communicate through a variety of media resources.
- Demonstrated knowledge of office practices and procedures
- Operation of routine office equipment
- Ability to work effectively without direct supervision and in a collaborative team of diverse stakeholders.
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.



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### Responsibilities and Requirements

- Microsoft workstation image creation and deployment
- Mac Operating systems creation and deployment
- Mobile Device Management
- Microsoft 365 (cloud) Systems administration
- System Center Configuration Manager administration
- Microsoft Azure Administration
- Image maintenance and patching (currently deployed and new Windows and Mac operating systems)
- Active Directory and Group Policy maintenance and reporting
- Third party software vetting, implementation, and maintenance (all as assigned)
- Tier 2 support / Troubleshoot & resolve advanced and complex problems as they arise.
- Responsible for computer systems assessment, planning, design, testing of security, technical documentation, implementation, and support.
- Proficiency in PowerShell to include O365/Azure PowerShell, automation, and optimization of manual processes and any new services that are adopted.
- Implement/Maintain and document existing and proposed system configurations with functional requirements and specifications.
- Monitor and analyze unified audit logs, security dashboards, and managed appliances to ascertain service health, potential vulnerabilities, compromised accounts, or services.
- Experience administrating Microsoft Windows server environments
- Deep knowledge of Microsoft Windows Desktop OS Win10, Server 2016 and above
- In-Depth understanding of the implementation and administration processes to support the MEMCM/SCCM, Office 365 suite of products (Azure AD, O365 Groups, Office.com, Teams, SharePoint/OneDrive) and standard Enterprise Networking protocols.
- Understands SCCM/MDM tools - Intune, Azure Identity and Rights Management, Enterprise Mobility Suite
- Support and/or troubleshoot day-to-day operations such as patching, compliance, and deployment, perform monitoring and tuning of system performance, provide support on administration, configuration, installation, development, deployment, and maintenance of SCCM and/or related packages.
- Follow established documented processes and propose process improvements where applicable and relevant.
- Support server and workstation client management within a large environment, consisting of over 4,000 unique devices.
- Follow best practices with respect to package deployment and overall compliance check-ins.
- Provide routine and out-of-cycle reports to management detailing accurate point-in-time compliance results.
- Participate in technical discussions and develop, and if needed present, required briefing materials to ensure needs are met.
- Perform trend and root-cause analysis to resolve groups of trouble tickets, document efforts in the Ticketing system.
- Provide status reports to the Technical Supervisor and support presentations at board meetings when requested. Perform other duties as assigned by the administrator.



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### Physical Demands and Work Environment

- Hearing and speaking to exchange information in person or on the telephone.
- Sight to view a computer monitor.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling, or crouching
- Reaching overhead, above shoulders and horizontally to install servers.
- May require lifting materials and supplies weighing up to 50 pounds.
- Indoor/Office environment; moderate noise level

### Other Information:

- Flexible scheduling may be required.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.