Job Title: **Microsoft Systems Engineer**

Department: **Information Technology**

Supervisor: **Director of Technology Deployment**

Lane Placement: **ESP Lane 13-14**

Schedule: **8 hrs / 242 days**   Evaluation Group: **JCES 3**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Technology Deployment and the Director of Information Technology, the Microsoft Systems Engineer is responsible for the overall design, implementation, management, security and maintenance of core district servers throughout the District, with main emphasis on Microsoft networks. Designs and supports server systems and supporting software. Provides support for day to day operation of multiple Active Directory networks. Create packages for software distribution and train technical staff on deployment methods. Ensure compliance of Windows Servers and workstations in accordance with Information guidelines. Write test plans, integration plans, and guide for technologies and services being deployed. Participate in all aspects of planning for new network hosted systems and services, analyzes impact on existing resources and develops technical recommendations for future growth and development. Manage, maintain, and upgrade enterprise-level servers, with distinguishing key emphasis on Microsoft networking technologies: Server OS, Directory structure, GPO maintenance, Exchange Server, Terminal Services. Participates in making key decisions in relation to updating network operating systems, virus protection, new technology deployment, and maintaining existing Microsoft servers. Works with IT support staff throughout the District to assist in supporting Microsoft network infrastructure throughout the enterprise.

ESSENTIAL FUNCTIONS

- Under the guidance of the *Advanced Systems Engineer-Team Lead*, the *Microsoft Systems Administrator* deploys district Microsoft servers and hosted services.
- Serves as a technical resource for planning network design; evaluating new hardware and software for completeness and compatibility with existing systems and recommends systems for purchase.
- Recommend operational and procedural changes in relation to core servers
- Works as a member of the team that is responsible for server administration and deployment.
- Trains network users and technical staff to use the deployment tools and perform user, group management, and GPO administration
- Distributes applications to users through Microsoft Active Directory Administration through a combination of account creation, user rights assignments, group membership engineering, and Group Policy Objects.
- Manage the following: Server application hosting/distribution; server deployment; server-hosted workstation OS deployment; Symantec and McAfee anti-virus server management/deployment; WSUS, DFS, WINS, DHCP, DNS, Windows Server OS management and performance tuning, Exchange Email management and performance tuning; Windows workstation OS, SMS, application distribution via Terminal Services, IIS management.
- Perform backups of core systems and Active Directory structure and recommend technology and procedures for fault tolerance.

- Maintain project documentation regarding network hardware and software installation and maintenance.
- Use scripting to perform account creation and Directory management tasks
- Setup VMWare servers for live environments and testing environments.
- Effectively communicates through written and oral means with end-users, administrators, carriers, vendors and partners in a timely manner.
- Evaluate emerging technologies; identify and procure hardware, software, and other necessary resources; submit proposals for changes and services to appropriate Information Technology staff.
- Determine key technical tools to enable effective troubleshooting techniques and provides formal and informal training to IT Support team members on all related technical responsibilities and use of such tools.
- May be required to perform other system administration including, but not limited to: Unix, Windows and Macintosh servers and desktops, Web servers, SAN's, NAS's, and supportive network infrastructures.
- Design, test, and implement Microsoft servers: harden of systems, setup protection from viruses and exploits, monitor performance, and intrusion detection of core servers.
- Assists in establishment of plans for disaster recovery in relation to core servers to ensure consistent availability of services at all times, and response procedures to critical situations.
- Act as a back-up to other Systems Administrator responsibilities as needed to support the enterprise in all aspects.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

> - This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
> - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
> - The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
> - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's Degree in a Computer Science, CIS, or IT related technical field of study; or a corresponding number of years work experience in Information Technology with core emphasis on systems integration and Windows networks.
- Requires minimum of two (2) years experience in a mid-to-large sized enterprise environment designing and deploying Windows network projects.
- Requires understanding of core concepts of network infrastructure architecture
- Certifications in Microsoft preferred: i.e. MCP, MCSE
- Must have demonstrated competence in Active Directory Administration: account creation, user rights assignments, group membership engineering, Group Policy Object Management and Distribution.
- Requires administration experience in an enterprise environment in the following areas: Application / Operating System experience; Symantec and McAfee anti-virus, WSUS, DFS, WINS, DHCP, DNS, Windows Server OS, Exchange Email ,Windows workstation OS, SMS, application distribution via Terminal Services, IIS.

- Must be experienced with a variety of tools to deploy and manage a large network of servers and workstations.
- May be required to give presentations on highly technical subjects related to systems administration processes and concepts.
- Requires a valid Utah driver license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

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All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____   HR _____   Effective date: _____ 6/19/2019 _____