Job Title: **Unix Systems Administrator**

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 Information Technology and the Director of Technology Deployment, the Unix Systems Administrator is responsible for the overall design, implementation, management, security and maintenance of core Mac, Linux, and Unix district servers throughout the District. Designs and supports server systems and supporting software. Provides support for day to day operation of Apple Open Directory and hybrid systems integrating with Microsoft's Active Directory and some Novell networks. Works as a team to design and implement network enterprise solutions to ensure seamless integration between disparate network platforms. Creates packages for software distribution and trains technical staff on deployment methods. Ensure compliance of Mac OS, Linux, and UNIX servers in accordance with Information Technologies guidelines to support hosted solutions on these platforms. Writes test plans, integration plans, and guide for technologies and services being deployed. Participates in planning new network hosted systems and services: analyzes impact on existing resources and develops technical recommendations for future growth and development. Manages, maintains, and upgrades enterprise-level servers, with distinguishing key emphasis on Linux and UNIX (AIX, SCO) based networking technologies. This may include Macintosh and Linux Server OS (Red Hat, SUSE); Open Directory integration with Active Directory; User and Policy Management; Apache server management; AFP; NCP; Linux-based DNS and DHCP; Samba; Software Update Server; IPFW; Novell OES systems. Updates network operating systems, virus protection, deploys new technology, and maintains existing servers.

ESSENTIAL FUNCTIONS

- Under the guidance of the *Unix Systems Administrator-Team Lead*, the *Unix Systems Administrator* plans and deploys district 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.
- Distributes applications to users through native and hybrid platform integration through a combination of account creation, user rights assignments, group membership engineering.
- Manage the following: Server application hosting/distribution; server deployment; server-hosted workstation OS deployment; Anti-virus server management and deployment; SUS, IFPW, DHCP, DNS, Macintosh Server OS management and performance tuning, Samba; Mac workstation OS, Kerberos, application distribution via Netboot and NetInstall, Apache server management; ASR; LDAP.
- Use built-in and third party tools to perform mass deployment of OS to workstations in labs throughout the enterprise. Train team on use of these tools.
- Perform backups of core systems and Network Directories. Recommend technology and procedures for fault tolerance.
- Maintain documentation regarding network hardware and software installation and maintenance.

- Setup VMWare servers for live environments and testing environments.
- Effectively communicates through written and oral means with end-users, and IT Support staff.
- 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 (mentoring) to 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, and maintain existing Linux and UNIX (SCO UNIX, AIX UNIX, Red Hat, SUSE, Ubuntu, etc.) servers and workstations. Understand how to "harden" systems, setup protection from viruses and exploits, monitor performance, and detect intrusion of core servers.
- Establish plans for disaster recovery in relation to core servers to ensure consistent availability of services at all times, and response procedures to critical situations.
- Cross train other System Administrators in all aspects of responsibilities, and participate in learning technical details of other System Administrator responsibilities.
- 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 networks.
- Requires minimum of five (5) years experience in a mid-to-large sized enterprise environment designing and deploying large network projects.
- Requires understanding of core concepts of network infrastructure architecture
- Certifications preferred but not required: ACSA/E; RHCE; SCO CSA/E
- Must have demonstrated competence in Linux, UNIX, and Macintosh Server Administration: account creation, user rights assignments, group membership engineering, LDAP concepts to integrate hybrid network platforms.
- Requires demonstrated competency in UNIX command-line administration.
- Requires administration experience in an enterprise environment in the following areas: Application / Operating System experience; Server application hosting/distribution; server deployment; server-hosted workstation OS (Macintosh and Linux) deployment; Anti-virus server management and deployment; SUS, IFPW, DHCP, DNS, Macintosh and Linux Server OS management and performance tuning, Samba; Mac workstation OS, Kerberos, application distribution via Netboot and NetInstall, Apache server management; ASR; ARD; LDAP.

- Must understand hardware of server systems and workstations and capable of hardware upgrades, repairs, and troubleshooting.
- Must be experienced with a variety of tools to deploy and manage a large network of servers and workstations on Macintosh, Linux, and UNIX.
- 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:*

- Requires ability to lift a minimum of twenty-five (25) pounds.

- 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: _____06/19/2019_____