TITLE: **IS INFRASTRUCTURE ADMINISTRATOR**   **186**
SECTION: Information Systems Department
REPORTS TO: Information Systems Manager

SUMMARY

Under the general direction of the Manager of Information Systems or delegate, administers the District and school server infrastructure; plans, installs, configures, troubleshoots, tests and maintains server hardware and software systems while protecting the integrity and confidentiality of school and administrative information.

DUTIES

1. Administers the district server infrastructure including server security, disk capacity, backup/restore firewall, anti-spam and anti-virus.
2. Assists with estimating and recommending technological changes and improvements to maximize the efficient and effective application of all district and school servers and associated applications.
3. Supervisory responsibility for the District Administration Support Specialist and also provide direction to other System Support Specialists.
4. Plans and executes the installation of mission critical server systems for the district and schools.
5. Works effectively with other administrators in the running of the district technology infrastructure.
6. Administers and modifies the Service Desk system.
7. Installs, configures, trouble shoots and tests server systems software and hardware.
8. Prepares and maintains reference libraries for all installations, configurations, user manuals, procedures and other pertinent documentation and records as required.
9. Creates and maintains documentation for District server infrastructure and centralized servers
10. Liaises with school-based and District staff to articulate, troubleshoot, and resolve technology troubles related to server infrastructure.
11. Effectively utilize change control for the District's infrastructure
12. May on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- High school graduation or equivalent.
- Minimum of two years post-secondary education in computer infrastructure discipline and/or two year certification from an accredited institute.
- Completion of Microsoft Systems Engineer Certification with Messaging Concentration
- Seven years of senior administration, implementation and planning experience with central server infrastructure in a medium to large scale organization including MS Exchange, MS based file and application servers, Directory Services such as Active Directory or Novell Directory Services and LDAP, backup systems, MS-SQL or equivalent combination of experience and training.
- Demonstrated ability/aptitude to work with detail, precision and accuracy.
- Demonstrated ability to organize, prioritize and meet deadlines with minimum of supervision.
- Ability to maintain the confidentiality of information seen or heard.
- Good interpersonal and communication skills.
- Valid BC Class 5 Driver's License