

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SYSTEMS ANALYST II**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent (Microsoft training a plus).
2. Knowledge of company supported Windows Servers and Windows desktop operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Serves as Google Account Administrator to manage end-user accounts, groups, and site security (resets passwords; creates, deletes, and manages memberships of groups; create and delete user accounts, etc).
2. Writes policies and procedures regarding the security and use of Google Education.
3. Plans, organizes, and manages administrative activities related to G Suite products and other information technology duties.
4. Provides coordination in the consistent and effective application of policies, procedures, and practices during the implementation of G Suite Products.
5. Assists in the day to day IT administration with focus on Google Education.
6. Implement backup and recovery systems for Google cloud Data and systems
7. Provide support for Chromebook device management, using centralized Chromebook management software.
8. Provides school support by regularly inventorying equipment, and making sure devices are in working order and software is up to date.
9. Implement and maintain the district's Single Sign On strategy using LDAP and other technology including Windows Domain Controller and Windows Active Directory
10. Study, analyze, and understand all major software systems deemed as mission critical by the Director of Information Services.
11. Design and implement system integration and data sharing with all major systems
12. Program and code system integration systems including, but not limited to HTML, Java, PHP, Windows base COMMAND sets and applications.
13. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.
14. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.

15. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.
16. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
17. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
18. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
19. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.
20. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring secure data.
21. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
22. Provide proactive communication and notification to staff of pending or upcoming problems, outages, or other service issues in order to provide courteous and timely assistance to staff.
23. Stay current on all production operating systems and basic applications to keep up with the increased demands of Information Technology.
24. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.
5. Must be able to work independently without continuous supervision.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.