



# Park Hill School District

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## Position Description

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**POSITION TITLE:** Lead Systems Engineer

**F.L.S.A.** Exempt

**QUALIFICATIONS:**

- MCSE certification or equivalent experience
- Strong problem solving and analytical skills
- Detailed knowledge and experience designing and supporting datacenter networking, computing, storage, and virtualization technologies and components
- Strong knowledge of storage backup methodologies and practices
- Excellent oral and written communication skills including the ability to communicate in an articulate manner to a wide range of audiences in a wide range of circumstances
- Effective customer service and interpersonal skills including the ability to work effectively in a team environment; motivate and work through others to accomplish tasks; and deal honestly and directly with others
- Strong understanding of Active Directory and Group Policy
- Strong leadership ability with experience coordinating projects
- Four or more years of work experience within related information technology field, with at least one year of relevant technical leadership experience
- Bachelor's degree from an accredited college or university in field related to department functions or equivalent combination of education and experience preferred
- Ability to lift up to 40 lbs. to a height of up to 4 feet occasionally

**REPORTS TO:** Manager of Network and Infrastructure

**TERMS OF EMPLOYMENT:** Twelve month with benefits provided according to Support Staff Agreement

### PERFORMANCE RESPONSIBILITIES:

1. Manages staff responsible for maintaining datacenter networking, computing, storage and virtualization technologies, and components.
2. Provide mentoring and coaching to staff.
3. Assess end-user needs to identify and implement process improvements.
4. Assigns personnel to various projects and directs activities.

Lead Systems Engineer (continued)

5. Attracts, motivates and retains strong performers. Reviews, evaluates and prepares periodic performance reports of own staff.
6. Works collaboratively with users and technology staff to research and plan the deployment of new and upgraded software packages.
7. Plans and coordinates network installations with appropriate areas and prepares and maintains required documentation.
8. Monitors team's project status, tasks and software problems.
9. Initiates and coordinates corrective actions with internal network staff or vendors.
10. Participates and/or leads in the development and implementation of policy, standards, procedures, and assures compliance.
11. Participates in the development of long-range plans and goals consistent with the area's operational and development requirements.
12. Creates and maintains documentation of systems and changes.
13. Leads and supports an on-call process for support of core systems.
14. Leads and participates in off-hours system preventative maintenance.
15. Acts as a liaison for system projects between district schools/departments.
16. Stays abreast of latest IT technologies, applications and industry standards by reviewing periodicals, attending seminars and maintaining contact with local vendors.
17. Other duties as assigned.