

Systems Administrator III

Functioning at an advanced level of technical expertise, monitors system performance and installs new hardware and software releases and system upgrades.

Essential Functions

- Establishes and maintains disaster recovery and business continuity procedures.
- Recommends and develops complex system software, operating systems, computer equipment configurations and data communications systems.
- Works from specifications to develop or modify moderately complex systems development applications. Assists with design, coding, testing, debugging, and documentation.
- Evaluates installation patches and resolves software related problems.
- Implements and performs complex system design augmentations and modifications to existing applications using engineering releases and utilities from manufacturer.
- Responsible for applications dealing with the overall operating systems, such as sophisticated file maintenance routines, enterprise software systems, and advanced packages.
- Maintains data files and monitors system configuration to ensure system and data integrity.
- Coordinates disk space planning and management. Maintains system growth statistics, space forecasts, tape libraries, and software and hardware inventories.
- Insures continued uninterrupted service of the network through identification and problem resolution.
- Proactively informs users of network problems.
- Confers with software systems analysts in the event errors require a change of sequence of operations.
- Works from specifications to assist in the development and/or modification of operating software development applications that deal with utility programs, macros, subroutines and other control modules.
- Conducts complex testing and analysis of all elements of the network facilities (including power, software, communication machinery, and terminals).
- Monitors LAN/WAN and servers, performs data configuration and installation of routers and firewalls, monitors and conducts performance evaluation of networks.
- Utilizes complex software and hardware tools, identifies and diagnoses complex problems and factors affecting network performance.
- Works closely with database services in the installation and implementation of new database architecture.
- Adequate knowledge of cloud hosting technologies.
- May function in lead capacity within department for projects of moderate size and scope, and/or lead larger projects external to department based on technical needs of project.
- Provides first level advice and guidance to less experienced system administrators as necessary.

- Maintains an advanced technical knowledge of two Baltimore City Public Schools application programs, databases, operating systems, customer data retrieval processes, or network configurations.
- Utilizes tact and exercises good judgment in interacting with the general public, school and central office personnel.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards.

Maximum Salary\$104409.00

Minimum Salary\$84381.00

Desired Qualifications

- Master's degree in Computer Science or closely related field and one year directly related experience; or a Bachelor's degree in Computer Science or a closely related field and technical certification(s) and two years directly related experience; or a Bachelor's degree in Computer Science or a closely related field and three years directly related experience; or an Associate's degree in Computer Science or a closely related field and technical certification(s) and four years directly related experience; or an Associate's degree in Computer Science or a closely related field and six years directly related experience; or a High School degree and technical certification(s) and eight years directly related experience; or a High School degree and ten years directly related experience.
- Advanced knowledge of LAN/WAN software and hardware.
- Superior written and oral communication skills.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies JBA (Nondiscrimination - Students), JBB (Sex-Based Discrimination - Students), JICK (Bullying, Harassment, or Intimidation of Students), ACA (Nondiscrimination - Employees and Third Parties), ACB (Sexual Harassment - Employees and Third Parties), ACD (ADA Reasonable Accommodations), and ADA (Equity), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.