

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Jr. Systems Analyst
Job Description

Reports to: Chief Technology Officer

Status: Exempt

Term: 226 Days

Primary Purpose: Performs complex computer systems analysis work. Work involves analyzing user requirements, procedures, and problems to automate processing and to improve existing systems, and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Qualifications:

Education/Certification:

Associate degree in computer science or management information systems, or equivalent experience in network installation and repair

Special Knowledge/Skills:

Knowledge of local area networks (LAN), wireless local area networks (WLAN), and wide area networks (WAN) design and installation

Knowledge of network hardware and software applications including network servers, printers, and other equipment

Ability to work with multiple operating systems and network protocols

Ability to analyze and resolve computer network problems

Strong organizational, communication, and interpersonal skills

Experience:

2 years systems management experience

Major Responsibilities and Duties:

1. Manage all aspects of JAMF.
2. Provide instructional technology support for Heights Elementary.
3. Identify and resolve computer and software problems.
4. Install and test computer hardware, software, and upgrades.
5. Support and manage imaging process of district computers.
6. Problem solves escalated technology hardware issues.
7. Compile, maintain, and file reports, records, and other documents required.
8. Test, install, configure, and deploy system software for all district departments.
9. Ensure that software application deployment enhances operating systems, networks, telecommunications, or other areas where it is deployed.
10. Recommend any additional hardware or software requirements needed for successful software deployments, configuration, or maintenance.
11. Ensure all software applications integration into company systems meets functional requirements, system compliance and interface specifications.
12. Assist in getting systems online and in sync with district databases to perform correctly.

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Jr. Systems Analyst
Job Description

13. Perform daily monitoring and troubleshooting of the application system; install and configure patches and upgrades as required.
14. Assist in the management of backups for all network operations in conjunction with Manager of Network Services.
15. Manage, implement, and maintain Microsoft SCCM, which includes versions and patches, Remote Support, User Permissions, Software Deployment, WSUS deployment, Antivirus Deployment.
16. Manage Microsoft Intune environment including provisioned devices, updates, configurations, and Apps.
17. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Occasional prolonged and irregular hours; frequent on-call and after-hours work; occasional systemwide travel; may be required to be on-call 24 hours a day; may be exposed to electrical hazards.

Mental Demands: Work with frequent interruptions; emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Jr. Systems Analyst
Job Description

Reviewed by _____ Date _____