Basis Administrator I

Position Details

Class Code: 1550
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for Systems, Applications, and Products in Data Processing (SAP) Basis administration activities; maintains, monitors, and modifies SAP software/systems. Ensures system integrity with change control procedures for operating system, database software, application software/programming, and other systems utilities.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Analyzes/solves day-to-day SAP software problems using vendor-supplied tools and operating system utilities.
2. Assists with system refreshes and client copies required by functional teams.
3. Troubleshoots enterprise business system hardware/software problems for customers, Clark County School District (CCSD) personnel, and third-parties, as needed.
4. Installs, tests, and implements vendor-provided software modifications.
5. Imports application/configuration modifications through the development, quality assurance, training, and production environments.
6. Monitors background-processing facility; schedules jobs required by functional teams.

7. Monitors SAP spool/printing facility and external printing, faxing, email solutions' interface.
8. Monitors applications development and functional teams' adherence to change control procedures.
9. Coordinates with Systems Team to monitor SAP and other enterprise business system solutions.
10. Maintains records of system installations, modifications, and security.
11. Monitors system performance data on a daily basis.
12. Conforms to safety standards, as prescribed.
13. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Administers the CCSD's SAP landscape, including requirements gathering/analysis, installation, application monitoring, independent technical research, software troubleshooting, debug/testing, configuration/change control management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of principles, practices, and methods of computer programming, systems analysis, and application development.
2. Knowledge of software, utilities, and programming languages used in the CCSD's SAP enterprise environment.
3. Knowledge of computerized equipment capabilities.
4. Knowledge of work process evaluation principles/techniques for computer applications.
5. Knowledge of technical report preparation principles, including computer research and analysis techniques.
6. Knowledge of the installation/maintenance of complex enterprise business system software, SAP, and Database Management System software.
7. Knowledge of systems analysis/design procedures and techniques.
8. Knowledge and experience with technologies/protocols including Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System (DNS), File Transfer Protocol (FTP), Secure Shell (SSH), Secure File Transfer Protocol (SFTP), Hypertext Transfer Protocol Secure (HTTPS), Secure Sockets Layer

(SSL), Simple Mail Transfer Protocol (SMTP), Virtual Private Networking (VPN), and Remote Desktop Protocol (RDP).

9. Ability to conduct computer system/procedural analyses and research; makes sound recommendations for new/modified applications.
10. Ability to install/use applications and utility software packages to manage/support business systems.
11. Ability to prepare clear, concise reports and documents; maintains organized, accurate records of work performed; assists in developing training materials/programs.
12. Ability to exercise independent judgment within established procedural guidelines.
13. Ability to contribute to the unit's service efficiency/effectiveness by offering suggestions and actively participating in team efforts.
14. Ability to keep current with technology and applications.
15. Ability to participate in multiple projects concurrently and meet predetermined deadlines.
16. Ability to work flexible hours/shifts.
17. Ability to be on-call for after-hours support.
18. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Seven (7) years' experience in the administration of enterprise-level business systems and applications with user populations greater than 500; or,
   Associate degree from an accredited college or university in a related field (mathematics, computer science, management information systems etc.), and five (5) years' experience as described above; or,
   Bachelor's degree from an accredited college or university in a related field, and three (3) years' experience as described above.
3. Two (2) years' experience with server operating systems including Microsoft Windows Server and UNIX/Linux.

4. Two (2) years' experience in application systems administration, using tools to monitor availability, performance, and errors at the operating system and application levels, including the Central Processing Unit (CPU), Random-Access Memory (RAM), disk (local/storage area network [LAN/SAN]), network interface utilization, user response times, and program errors.
5. Six (6) months' experience in SAP systems/software administration in Basis, Security, Portal, and/or ABAP development; or,
Six (6) months' experience installing, upgrading, and maintaining enterprise-level business systems.
6. Experience with full software lifecycle tasks including change control, testing, and migration.

NOTE: Programming language(s), operating system(s), and software application(s) required depend on the current position vacancy, advertisement, or assignment.

Licenses and Certifications

None specified.

Preferred Qualifications

One (1) year of experience with Basis Administration of SAP systems including Enterprise Resource Planning (ERP), Web Application Server (ABAP or Java), Supplier Relationship Management (SRM), Business Warehouse/Intelligence (BI/BW), Master Data Management (MDM), Exchange Infrastructure (XI), and UNIX/Linux shell scripting.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College Transcript(s) from an accredited college or university, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Central Information Systems Department.

Work Environment

Strength

Sedentary/medium – exert force up of 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, video display terminal screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, copiers, digital multi-meters, data system/communication test equipment, hand/power tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/03/25
- Created: 10/25/11