Job Title: Network/Systems Administrator
Job Family: IT
Pay Program: Classified
Job Code:
Typical Work Year: 12 Month Position
Reports to: Technology Director

SUMMARY: Manage the district's network services, including but not limited to; installation, configuration, maintenance, and security of core network devices, wireless, servers, print services telecommunications and backup systems. Coordinates selection, purchasing and maintenance agreements for district servers and WAN/LAN/WLAN network devices. Troubleshoots network performance issues and creates and maintains a disaster recovery plan. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Responds to users' requests regarding network services and technology systems owned by the district.
- Manages district's core LAN/WAN/WLAN equipment.
- Maintains servers and print services.
- Manages LAN/WAN/WLAN installation, configuration and maintenance.
- Coordinates and manages the planning and implementation for the security of the district's technology systems.
- Manages software/hardware backups and recovery procedures for district's LAN/WAN/WLAN devices and servers.
- Designs, implements, and manages the district's internal and external wireless network.
- Responsible for being aware of and contributing to the maintenance and implementation of all District's safety policies and procedures.
- Assists in the assembly and deployment of new equipment as needed.
- Assists with building cabling projects as requested.
- Serves as a contributing member of the District Technology Committee.
- Maintains an inventory of hardware and software within the district related to job responsibilities.
- Provides information to the Director of Technology on all matters of relevance.
- Maintain district PBX/VOIP systems.
- Maintain district Data Centers (including servers, switches, firewalls).
- Performs other duties as assigned.

Job Tasks Descriptions	Frequency	% of time
1. Troubleshoot, analyze, implement and maintain district LAN/WAN/WLAN connectivity.	Daily	30%
2. Monitor, implement, upgrade and maintain Network Protection and Security systems. This includes all firewalls, bandwidth/packet shaping systems, threat detection/mitigation systems, Anti-Virus/Malware systems, and email and content filtering systems.	Daily	20%
3. Perform basic server installation, configuration, backups, and maintenance. Install Network printers, Network peripherals and appliances. Setup and install Network applications. Creates and manages user directories and files on server platforms.	Daily as needed	30%
4. Assist with planning, installing, and the integration of District networks for Apple and Microsoft platforms.	Daily	10%

5.	Support district PBX/VOIP systems by assisting with adds, deletions, and changes.	Ongoing	5%
6.	Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Two years technical training or greater in a related area.
- Bachelor's degree in Computer Science or equivalent major highly desired.
- Network Administrator Certification from Cisco or equivalent.
- Experience in the installation and maintenance of LAN/WAN/WLAN network systems.
- Experience in the installation and maintenance of various Microsoft Windows and Macintosh operating systems.
- College level courses in Network Server Administration.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- MCSE, CCNA, CompTIA A+, CompTIA Network+ highly desirable.
- Valid driver's license required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Possess effective oral and written communication skills.
- Ability to relate successfully with students, staff, administrators and vendors.
- Ability to build and maintain relationships with colleagues that supports a cooperative work environment.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to handle diversity in an objective manner.
- Ability to work independently.
- Strong working knowledge of Networking hardware and operating systems.
- Strong working knowledge of Windows Servers and Clients.
- Strong working knowledge of OS X Servers and Clients.
- Ability to prioritize and meet deadlines in a timely manner.
- Ability to plan and implement scheduled preventative maintenance.
- Knowledge of budgeting procedures and management related to areas of responsibilities.
- Ability to perform diagnostic examinations and repair of servers and network devices.
- Experience in LAN/WAN/WLAN systems required.
- Experience with VLANS.
- Functional knowledge of telecommunications.
- Ability to handle and maintain the confidentiality of employee, student and other sensitive District information.
- Ability to set goals and establish methods for achieving these goals.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
- Keep technology staff informed and updated as needed

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Technology Director	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Bend			x	
Write			x	
Type			x	
Speak			x	
Listen			x	
Twist		x		
Reach with hands & arms		x		
Climb or balance		x		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		x		
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)		x		
Extreme heat (non-weather)		x		
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

Vision Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Close			x	
Peripheral			x	
Distant			x	

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Updated 3/26/14