

Job Title: Network Administrator

Exemption Status/Test: Exempt/Computer Employee

Reports to: Technology Director

Date Revised:

Dept./School: Technology Department

Primary Purpose:

Administer and operate the district's central administrative computer networks. Develop, maintain, and monitor all district local area networks (LAN), wireless local area networks (WLAN), and wide area networks (WAN). Responsible for installation, testing, and oversight of all network hardware, personal computers, software, and related equipment.

Qualifications:

Education/Certification:

Bachelor's degree in computer science or management information systems, or equivalent experience in network administration

Special Knowledge/Skills:

Knowledge of LAN, LWAN, and WAN network 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:

3 years of experience performing network maintenance preferred

Major Responsibilities and Duties:

Network Management

1. Oversee the installation and testing of network hardware, software, and upgrades, and identify and resolve issues. Implement and maintain all system configurations, and ensure that system maintenance is performed.
2. Monitor and analyze system utilization; recommend improvements as needed.

Network Security

3. Develop and oversee implementation and maintenance of security for all systems and networks.
4. Develop and implement backup procedures to ensure that all network and workstation backups are performed on a regular basis and district data is restored as needed.
5. Assist with the development and implementation of a disaster recovery plan.

Technical Support

- 6. Serve as liaison to software and hardware vendors to maintain appropriate product support.
- 7. Develop and maintain network design and configuration documentation. Consult with end users to identify need, analyze systems specifications, and correct related problems.

Other

- 8. Identify and recommend the acquisition of software and hardware to meet the networking needs of the district.
- 9. Compile, maintain, and file all reports, records, and other documents required.
- 10. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Supervisory Responsibilities:

Monitor the work and issue work assignments to network and computer technicians.

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: Work is performed in an office environment; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day.

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____