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| Job Title: | Network Systems Administrator | Job Category: | Classified |
| Department/Group: | Technology Department | Term of Contract: | 12 months |
| Location: | Central Office | Travel Required: | Yes |
| Level/Salary Range: | | Position Type: | Full Time |
| Reports to: | Chief Technology Officer/Technology Director | | |
| Job Description: The Network Systems Administrator oversees and maintains network systems including communications, electronic mail, file services, print services, etc. Assists the CTO/Technology Director in evaluating and implementing technology across the district. | | | |
| <p>Responsibilities</p> <ul style="list-style-type: none"> * Perform network, server and software maintenance and administrative tasks. Install and configure new and existing applications, operating systems, network systems and upgrades. * Troubleshoot problems with network and computer systems, servers, storage, hardware and software. * Assist and provide support to the Technology Director and other technology staff as requested including performing scheduled network tasks, monitoring network servers, and providing Internet and Intranet user support, and specialized training. * Work cooperatively with the Technology Director in the areas of acquiring and implementing new technologies and the development of training modules for effective use of technologies by faculty, staff, and students. * Monitor daily server backups; research, analyze, monitor, troubleshoot and resolve server or data network problems; develop, maintain and implement network support, and archiving procedures. * Monitor network security. * Manage phone system. * Manage work requests for technical assistance or hardware problems and update status on assigned tasks on a daily, weekly or as requested basis. * Establish and maintain user accounts, profiles, access privileges, and security. * Manage Google G-Suite e-mail access for school district employees and students. * Implement remote control software designed to support troubleshooting and software installation across the network. * Supervise employees, as needed. | | | |



- * Execute all other tasks and responsibilities as assigned by the Supervisor.
- * Maintain confidentiality of any school system related information.
- * Be regular and punctual in attendance.
- * Perform duties in a manner that promotes good public relations.
- * Maintain proper and professional relationship with other employees.
- * Be familiar with and follow Board of Education policies.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Possess ability to lift up to 50 pounds, climb ladders as required to perform tasks associated with job requirements. This job is performed in a generally clean and healthy environment.

Experience

Minimum of seven (7) years' experience installing and supporting computers and associated peripherals, local and/or wide area networks. Experience to include all types of Windows, Windows fileserver computers (operation and repair), network switches and routers.

Qualifications/Education/Certifications

- * Experience and knowledge of computer networking, and demonstrate skills in computer hardware/software installation, maintenance and repair.
- * Extensive knowledge of Ethernet, IPSec, IPv4, IPv6, TCP, UDP, DNS, DHCP, HTTP, Active Directory, VMware, and LDAP.
- * Experience managing telephone systems.
- * Experience with Cisco routers, including filters and configuration.
- * Good technical reading, writing and oral communications skills.
- * Work independently with minimal supervision. Ability to work in a team atmosphere is required. Share knowledge with co-workers and maintain documentation. Ability to problem solve while under pressure to accomplish the task. Excellent troubleshooting skills; ability to think through issues with incomplete data.
- * Communicate with internal personnel and vendors to maintain status of tasks/projects.
- * Demonstrated organizational skills, problem solving and interpersonal skills.



- * Experience providing complex, confidential administrative support in a high-profile environment with tact and diplomacy.
- * Ability to work across a variety of projects with multiple deadlines and multiple priorities.
- * Possession of a valid driver's license and own vehicle with appropriate insurance; ability and willingness to travel within system on work assignments and to work additional hours during the week and/or weekend, if required.
- * Ability to supervise employees, as needed.
- * Such alternative to the above qualifications that the Board may find appropriate and acceptable.

Education: A baccalaureate degree in computer science, technology, engineering or related field.

Certificates & Licenses:

CCNA Certifications

Training/Certification in current software applications used by the school system desirable.