Job Title: **NETWORK ADMINISTRATOR**
Reports to: Director of Technology
Dept./School: Technology
Wage/Hour Status: Exempt
Date Revised: 2014-2015

Primary Purpose

Administer and operate the district's central administrative computer networks. Develop, maintain, and monitor all district local area networks (LAN) 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 or equivalent experience in network administration
Microsoft Certified Systems Administrator (MCSA), preferred 2008
Cisco Certified Network Associate (CCNA), preferred

Special Knowledge/Skills
Knowledge of LAN and WAN network design and installation
Knowledge of network hardware and software applications including network servers, wireless routers, printers, and other Cisco equipment
Knowledge of VDI environments and other Virtual Server protocols
Ability to work with multiple operating systems and network protocols (i.e., Server 2008, Win 7, MAC-OS)
Ability to analyze and resolve computer network problems within a physical and virtual environment
Strong organizational, communication, and interpersonal skills
Knowledge of Intrusion Detection
Knowledge of LAN Security

Experience
Four years' experience performing network maintenance preferred

MAJOR RESPONSIBILITIES AND DUTIES

Network Management

1. Identify and resolve network hardware and software problems.

2. Install and test network hardware, software, and upgrades.

3. Perform routine preventative maintenance on hardware.

4. Implement and maintain all system configurations.

5. Coordinate and monitor system utilization; recommend improvements as needed.

Network Security

6. Ensure network security by maintaining network, Internet, and E-mail accounts.

7. Implement backup procedures to ensure that backup of all networks and workstations are performed on a regular basis.

8. Oversee tape backups and restore district data as needed.

9. Assist with development and implementation of a disaster recovery plan.

Technical Support

10. Serve as liaison to software and hardware vendors to maintain appropriate product support.

11. Maintain network design and configuration documentation.

12. Provide assistance to end users to identify and correct equipment and software related problems.

13. Identify and recommend the acquisition of software and hardware to meet the automation and networking needs of district staff.

14. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Other

16. Perform other duties assigned by supervisor.

17. Maintain confidentiality of information.

Supervisory Responsibilities

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Repetitive hand motions; prolonged use of computer. Lifting and moving of heavy equipment; stooping, bending, and kneeling. Work on-call and after hours.

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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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____