

9.9.07 NETWORK ADMINISTRATOR

Reports To: Coordinator of Technology

Dept/Campus: Business Office

Wage/Hour Status: Exempt

Length of Contract: 240

PRIMARY PURPOSE:

Provide support to the instructional and administrative programs by providing services to school personnel in the installation, use, upgrade, maintenance, and troubleshooting of the district-wide area network and building local area networks.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in a related technical field or equivalent training and experience

Special Knowledge/Skills:

Knowledge and field experience with hardware and software troubleshooting skills

Knowledge and field experience with network design and administration

Field experience working with end-user support in a responsive, helpful, courteous, and tactful manner

Field experience working with confidential and time-sensitive matters

Ability to effectively communicate (written and verbal) with employees, colleagues, service providers, and community members

Knowledge and skills in using technology in an educational setting

Experience:

Minimum of three (3) years of field experience supporting end-users, Active Directory, and Windows XP/Win7 in educational institutions; K-12 experience strongly preferred

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district employees.

3. Demonstrate effective customer service strategies to all district personnel.
4. Design, configure, upgrade, and repair local and wide area infrastructure.
5. Evaluate, test, and recommend technology for use in the educational environment.
6. Install and test approved software and software upgrades in a networked environment.
7. Read technical journals and/or manuals and attend vendor seminars and appropriate professional development workshops to learn about the maintenance and use of emerging software, hardware, and network systems.
8. Coordinate development and maintenance of network benchmark standards.
9. Maintain network maps of all sites.
10. Train technicians and site coordinators with simple network troubleshooting techniques.
11. Develop and coordinate network replacement plan.
12. Other duties as assigned.

EQUIPMENT USED:

Computers and related equipment

WORKING CONDITIONS:

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress; maintain a clear focus on customer service; ability to communicate effectively (verbal and written)

Physical Demands:

Repetitive hand motions; prolonged use of computer; frequent interruptions; moderate standing, stooping, bending, and lifting; ability to lift and carry 50 lbs.

Date Adopted: September 24, 2013

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

JOB DESCRIPTION
Network Administrator
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Employee

Date

Supervisor

Date