TITLE: Network Administrator

QUALIFICATIONS: Any combination equivalent to a degree in Computer Information Systems, Information Technology, or related field and/or three years' experience in network administration, computer programming, or computer technical support. Knowledge of Microsoft desktop and server operating systems, Active Directory, Group Policy, Apple operating systems, mobile device management, and configuration managers required. Self-motivated and able to research, find, and create solutions to known issues. Comfortable with working in both collaborative environments and on individual projects. Able to maintain confidentiality and data protection measures.

REPORTS TO: Director of Technology and Information

JOB GOAL: Implement, maintain, and provide support to network infrastructure and those services and systems that are reliant on the network.

COMPENSATION: Job Code 36 in Classified Salary Schedule or Classified Salary Schedule II, based upon credentials

PERFORMANCE RESPONSIBILITIES:

Maintain the integrity of the district's local area network and its connection to the state network.

Coordinates the installation and updates of server operating systems and device firmware.

Manages the district Active Directory database, connectors to the database, and Group Policy, which may include the creation, deletion, and maintenance of user accounts and licensing.

Inspects, isolates, diagnoses, and repairs network and system malfunctions.

Plans, installs, configures, and monitors network hardware, including servers, switches, access points, routers, and network wiring.

Responds to assigned work orders.

Creates and maintains technical documentation as it relates to job duties.

Cross-trains with other members of the technology department.

Works with School Technology Coordinators, Digital Learning Coaches, and STLP Advisors to advance the goals of the Department of Teaching and Learning.

Serves on the District Technology Committee for planning and implementation of projects.

Assists in the management of virus protection, cybersecurity, and data protection.

Assists with installation of hardware components in district buildings.

Maintains, manages, and assists hosted and cloud-based services that are reliant on the network; including VoIP, internet filtering, district copier services, and security cameras.

Creates scripts and uses Mobile Device Management and configuration managers for distribution.

Utilizes appropriate communication methods to inform colleagues and stakeholders.

Works closely with contracted vendors and support technicians.

Participates in regional and state cohort meetings and conferences.

Must have physical ability to lift, reach, and push/pull objects; fine manual dexterity; hearing and speaking to exchange information in person and on the telephone; near and far visual acuity, depth perception, color vision; and, sitting for extended periods of time.

Performs other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT: 260 days (12 months)

EVALUATION: Performance of this job will be based on supervisor's evaluation according to the procedures developed for all district personnel.