## NETWORK ADMINISTRATOR
Grade 28

### Purpose Statement

The job of Senior Technology Systems Engineer (Network Administrator) is done for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems, subsystems, and servers; overseeing the server room operation and environment; providing information, direction, and recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

This job reports to Director of Information Systems

### Essential Functions

- Administers systems and servers related to district networks (e.g., email systems, accounts, IP assignments, antivirus, etc.) for the purpose of ensuring availability of services to authorized users.

- Designs computer networks and network solutions (e.g., internet, intranet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient network systems.

- Installs network (client and server) software on a variety of platforms (e.g., service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District networks and telecommunication systems.

- Maintains network operations and software applications (e.g., servers, connectivity, etc.) for the purpose of ensuring efficient network operations.

- Manages projects and program components (e.g., migration to new systems, scheduled installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and objectives.

- Participates in a variety of planning and development activities for the purpose of creating short- and long- range plans for programming support to the District.

- Prepares a variety of information (e.g., procedures, system level documentation, reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.

- Recommends equipment, supplies, and materials for the purpose of acquiring required items and completing jobs efficiently.

- Researches work related topics (e.g., trends, products, equipment, tests, etc.) for the purpose of recommending procedures and purchases while remaining current in the field.

- Responds to inquiries from a variety of sources (e.g., staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.

- Trains stakeholders as needed (e.g., department staff, etc.) for the purpose of ensuring their ability to use new and existing operating systems and application software.

- Troubleshoots network malfunctions (e.g., servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

**Marginal Functions**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application and operating system monitoring; troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current, legacy, and emerging network systems; environments and network protocols; router configurations; Inter/Intranet applications; cloud storage; data security; and project management processes, and methodology.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

Three (3) or more years directly related experience in computer hardware, software evaluation and selection, systems design, programming, implementation; and end user support and instruction Experience with Apple, Microsoft, Linux, and open source.

Major Linux/Open-Source software certification and experience on a major technology project team is preferred.

**Education (Minimum):** Bachelors degree in job-related area.

**Equivalency:** 5 years' experience, Certificate in Network Administration combined with extensive work-related experience with increasing levels of responsibility

**Required Testing**

None Specified

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Certificates and Licenses**

Cisco Certificate

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*