

	Network Administrator	Initial Date: February 4, 2013 Board Approval: February 12, 2013 Range: Classified Supervisory Salary Schedule – Technology Supervisor, Network Administrator Reports to Director of Technology
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Technology, the primary focus of this supervisory position is to implement and support networks and be tasked with support and build-outs including VoIP, wireless, video and other communication/collaboration related technologies. This Supervisor has the critical task of: evaluating, designing, implementing and maintaining the network infrastructure for the entire school district and bond related projects.

REPRESENTATIVE DUTIES:

- Architect and maintain networking infrastructure, supporting LAN/WAN for 14+ district locations
- Recommend and implement strategies to improve network performance, security and productivity of services in District’s main office as well as remote school sites
- Produce sound and secure network designs according to industry best practices
- Provide advanced troubleshooting, configuration and maintenance of complex networks
- Deploy network equipment including, but not limited to, switches, routers, wireless, IP telephony, IP-based security and A/V equipment
- Document network architecture, infrastructure components and Standard Operating Procedures
- Provide on-call support for district network and services
- Collaborate with personnel to develop solutions to provide world class network infrastructure services to support district initiatives
- Maintain accurate and up-to-date inventory records of networking hardware and software
- Install, test and maintain Ethernet and fiber optic network cabling to support networked computer systems. Establish and maintain records of computer cable paths utilizing campus floor plans
- Train and support the work of other junior staff engaged in similar functions
- Implement/improve upon network monitoring capabilities; report network performance statistics to management on a regular basis
- Supervise and actively plan/participate in weekly meetings
- Work on assigned projects and complete within timetable
- Strong technical aptitude and ability to research and solve complex issues independently
- Assists the Director of Technology with evaluating the performance of assigned personnel
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

- Expert in architecting, maintaining and optimizing a world-class networking infrastructure
- Complete understanding of all layers of open systems interconnection model
- Expert knowledge and understanding of all communication protocols between computing systems and in telecommunications
- Extensive design experience in current industry standard technologies involving quality of service, network redundancy/failover, network security and many more.
- Deep knowledge of firewall architecture hardware and software configuration
- Integration with telecom providers ranging in various transmission mediums
- Ability to speak in an understandable voice with sufficient volume to be heard at normal conversational distance, on the telephone and addressing groups
- Knowledge of software and hardware instructional programs
- Setup wireless networks with controller and non-controller based management systems
- Strong skills utilizing documentation software and developing How-To-Docs

- Keep current by reading, interpreting, and applying information on technological changes and updates

EDUCATION AND EXPERIENCE:

- BA or BS in Computer Science, Computer Engineering or equivalent computer science major (relevant experience may be considered in lieu of a degree)
- 5+ years experience in Systems Administration
- 7+ years of network design and architecture experience
- Industry standard software and hardware certifications

LICENSES AND OTHER REQUIREMENTS:

- Requires possession of a valid Driver's license.
- May require a pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Ability to deal with angry/upset people in a calm and professional manner.
- Work environment is a combination of an office setting and occasional travel

PHYSICAL DEMANDS:

- Requires willingness and ability to work effectively and move about in an office and travel to local areas
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes-stressful conditions, with frequent distractions and interruptions
- Ability to sit for extended periods of time, up to an 8 hour shift (with the exception of breaks and lunch)
- Ability to lift up to 40 pounds on an intermittent basis
- Sufficient mobility to enter/exit a vehicle and drive to various locations
- Sufficient mobility to lift, carry, bend, stoop, push/pull, stand and walk to install, repair and transport technology equipment
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office and technology equipment, to keyboard and write, file and maintain records

HAZARDS:

- Occasionally working in a cramped or restrictive work area

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.