

Local Area Network Administrator

New Hanover County Schools

Job Description

Class: Classified

Dept: Technology

TITLE: Local Area Network Administrator

QUALIFICATIONS:

1. Associate's degree in technical field or equivalent training and/or experience.
2. Two years of technical experience with a working knowledge of network hardware and operating hardware.
3. Valid North Carolina driver's license.

REPORTS TO: Network Supervisor/Chief Technology Officer

JOB GOAL: To direct, manage, and coordinate projects relating to the New Hanover County School's Local Area Network (LAN); to oversee and manage the network performance, security, reliability and accessibility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Provide training and support for Area Network Coordinators.
3. Create and monitor standards and procedures for installation of LAN equipment.
4. Troubleshoot and resolve network connectivity problems on switches, servers, and/or network software.
5. Manage the network performance, security reliability, and accessibility; develops, enforces, and maintains network security policies and practices; monitors LAN bandwidth and performance.
6. Configure and install network appliances, servers, routers and switches.
7. Analyze and interpret network device statics for network management.
8. Develop documentation of all network based services including network device configuration files, network maps, backup logs and configurations files for e-directory,

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AD, dhcp, dns, smtp, http as well as physical and logical network characteristics for each school facility.

9. Review reports of computer and peripheral equipment malfunction and maintenance to determine costs and plan operation changes.
10. Participate in technical projects such as configuring new operating systems or developing procedures for equipment setup.
11. Perform related duties and responsibilities as requested by the Chief Technology Officer and/or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/ At Will/ FLSA Exempt

Starting Salary and/or Grade: Grade 77

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board and local policy on evaluation of personnel.

- Demonstrate functional knowledge of Novell network operating systems 5 and 6.x; Zen 11; Microsoft networking solutions up to and including Server 2003, 2008; Windows, XP and Vista 7.
- Demonstrate functional knowledge of State of North Carolina networking policies and procedures.
- Demonstrate functional knowledge of CISCO, routers, switches and access points; protocols (TCP/IP, DNS, SSL, SMTP, SNMP, NTP, FTP, HTTP); network monitoring tools and security; basic office tools, spreadsheets, word processing, and presentation generation tools.
- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Ability to provide technical support to a diversity of internal and external individuals/groups; to coordinate and facilitate diverse internal and external committees relative to implementing a networking project.
- Ability to communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships.
- Ability to lift up to 50 pounds.