



JOB DESCRIPTION

SECTION CENTRAL ADMINISTRATION

AREA CLASSIFIED PERSONNEL

TITLE NETWORK ADMINISTRATOR

QUALIFICATIONS:

1. Current Microsoft certification or any combination of training, education, and experience which provides the following knowledge, skills and abilities:
 - a. Thorough understanding of current Microsoft server products and their associated structures.
 - b. Proficient in technical infrastructure administration, maintenance, and troubleshooting.
 - c. Proficient in the design of network security requirements.
 - d. Experience with large scale backup procedures and data recovery.
 - e. Experience supporting various Windows desktop operating systems and applications as well as typical computer peripherals.
 - f. Knowledge of network protocols TCP/IP, content filtering software, virus protection, spamware, and email filtering.
 - g. Excellent communication, interpersonal, and organizational skills.
2. Bachelor's degree in related field preferred.
3. Required criminal history check and proof of US citizenship or legal alien status.

REPORTING RESPONSIBILITY

The Network Administrator is responsible to the Manager of Information Technology.

JOB GOAL

The Network Administrator, working under the direction of the Manager of Information Technology, is responsible for maintaining all aspects of the Server and Hosted environments, as well as technical support to other team members and district personnel.

TERMS OF EMPLOYMENT

Twelve-month contract. Eligible for Benefits. District-Wide. Non-Instructional. Non-Bargaining Unit Personnel.



EVALUATION

The Network Administrator shall be evaluated by the Manager of Information Technology, in writing, at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. See Policy 4220.

PERFORMANCE RESPONSIBILITIES:

1. District-wide administration of network protocols TCP/IP and content filtering software, virus protection, Spamware and e-mail filtering.
2. Performs the duties involved with the installation and administration of a Windows domain including maintaining security and permissions.
3. Performs and maintains backups of all district servers.
4. Monitors and regulates the use of network data files to safeguard information.
5. Manages the setup and security permissions of users' accounts including but not limited to general data permissions, access to specific portions of the BRRSD Website, e-mail, as well as various Intranets.
6. Provides technical infrastructure administration, maintenance and troubleshooting.
7. Troubleshoots and maintains desktop environments including resolving end user issues, maintaining necessary windows updates and performing preventative maintenance.
8. Modifies computer security or other data files to incorporate new software, correct errors or changes individual access status.
9. Contributes to the development of long range IT projects and infrastructure design.
10. Contributes to the development of security protocols and policies.
11. Contributes to the development of technical requirements for hardware or software to be purchased.
12. Oversees the installation and administration of infrastructure hardware as directed by the Manager of Information Technology.
13. Trains district technicians as well as other designated staff members as needed or as directed by the Manager of Information Technology.
14. Performs other duties and responsibilities incidental to the position or as assigned by an appropriate administrator.



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT

15. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities - 4159
 - b. Physical Examination – 4160
 - c. Substance Abuse – 4218
 - d. Sexual Harassment – 4352
 - e. Electronic Communications Between Support Staff Members and Students - 4283

Approved: 6/14/2016

Revised: 2/14/17