



## Job Description Network Administrator

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 260 Days

**Experience Required:** Minimum of five (5) years of experience working in a related field.

**Minimum Education Requirements:** Bachelor's degree in related field.

**Department:** Central Office Administration.

**Direct Supervisor:** Director of Technology.

**Primary Work Location:** Office setting.

**Certification:** Proper certificate in related field.

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**Job Summary:** Install, configure, and support the local area network (LAN), wide area network (WAN), and Internet systems of the School District.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
- Perform data backups and disaster recovery operations; create and maintain a disaster recovery, security, backup, and restore plan and policy for the school district.
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary.
- Configure, monitor, and maintain email applications or virus protection software.
- Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability.
- Monitor network performance and troubleshoot complex issues and deploy solutions.
- Plan and implement upgrade patches and install new applications and equipment.
- Evaluate new technologies to guide decisions on the best way to optimize network efficiency and performance.
- Perform related duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Principles and processes for providing customer and personal services.
- Local Area Networks (LAN), Wide Area Networks (WAN), and software support systems.
- Network security systems.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.



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#### Skills

- Strong written and oral communications and relational skills.
- Following and relaying complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### Abilities

- Work independently as well as collaboratively.
- Work successfully and positively with all administrators, teachers, and students to provide them with assistance in meeting their educational needs.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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**Signatures / Date**

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date