

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **NETWORK ADMINISTRATOR**
Department: Technology Department
Reports To: Director of Technology

SUMMARY:

The network administrator is responsible for a wide variety of technical duties which include, but are not limited to, analyzing, planning, designing, documenting, implementing, inspecting, testing, troubleshooting, and maintaining all areas of the network infrastructure in relation to video, life safety (e.g. digital clocks, bells, paging, communication), data systems, and applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Installs, configures, maintains, upgrades, and troubleshoots servers and server-based district operating systems;
- * Maintains network data communications, hardware, and software configurations;
- * Performs system maintenance, diagnoses system failures, coordinates warranty repair activities, and assists in facilitating recovery;
- * Performs work related assignments at various district sites remotely and on on-site;
- * Provides a positive customer service oriented level of support for clients;
- * Creates, tests, manages, and maintains directory services including staff user profiles and accounts;
- * Adheres to and assists in enforcing technology policies, rules, and regulations by reporting violations to appropriate officials and/or administrators;
- * Leads in the design, development, implementation, maintenance, and management for server virtualization and storage area network technologies;
- * Designs, develops, implements, and supports network services and monitoring for network, video, life safety (e.g. digital clocks; bells, paging, communication), and supporting applications;
- * Reviews plans and specifications and prepares technical design and specifications for network processing based on approved requirements;
- * Implements network configuration changes to provide maximum performance and cost efficiency;
- * Designs, installs, configures, maintains, and manages firewall solutions, content filter, wireless, switches, routers, intrusion detection devices, video conferencing/streaming equipment, and other network services;
- * Manages and monitors network access to support a secure system environment;
- * Leads in the design, development, implementation, maintenance, and management of an IT backup and disaster recovery plan;
- * Prepares ad hoc and recurring management reports;
- * Performs system software updates and maintains system utilities;
- * May prepare or revise complex documentation in non-technical terms for users;
- * Provides technology phone support, handling inquiries, and making referrals to second-tier support specialists when appropriate;
- * Assists in establishing standards for data communications networks;
- * Evaluates application software packages against network requirements;
- * Establishes and maintains performance evaluation criteria of recommended administrative network hardware and software components;
- * Other related duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Possession of an appropriate, valid motor vehicle operator's license is required.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to an associate's degree in computer science, information technology, or a related field, plus five years of progressively more responsible network and data communications experience, three of which shall have been as a network administrator. Can demonstrate knowledge of the theory, principles and practices of network engineering design and functional applications for network, data communication, and life safety systems. Knowledge of industry-standard network protocols, data communications facilities, systems, interfaces, and federal, state, and local laws, codes, and regulations applicable to communications systems; ability to incorporate state-of-the-art, network management technologies applicable to communications systems operations and transmission to provide maximum performance and efficiency. Ability to lead a team; ability to write reports, specifications and contract documents and formulate life cycle projections; exhibits leadership and project management skills for managing large complex projects; ability to communicate effectively, both orally and in writing; and sufficient strength, agility, and dexterity to move computer equipment and perform all required tasks. Possession of a Cisco and/or other network administration certificate is preferred. High school diploma is required.

EMPLOYMENT ELIGIBILITY:

Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

OTHER SKILLS AND ABILITIES:

- * Ability to operate a computer and related software.
- * Ability to communicate clearly and concisely, both orally and in writing and the ability to interact positively with schools and community.
- * Ability to handle a multitude of responsibilities with minimal supervision.
- * Ability to drive a car or district vehicle and possession of an appropriate, valid motor vehicle operator's license.
- * Knowledge of basic math including calculation of fractions, percent's and/or ratios.
- * Skills to read a variety of manuals and understand multiple-step instructions.
- * Skills to write documents following prescribed formats and/or present information before groups.
- * Ability to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions.
- * Ability to speak in audible tones so that others may understand clearly in training sessions and other meetings.
- * Ability to interpret and implement rules relating to Western Placer Unified School District policies.
- * Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.
- * Ability to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using various methods of operation.
- * Ability to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a wide variety of job-related equipment.
- * Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions.
- * Ability to establish and maintain cooperative working relationships

LANGUAGE SKILLS:

- * Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.
- * Ability to communicate effectively with others regarding technology issues.

REASONING ABILITY:

- * Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions.
- * Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must be able to:

- * Lift and/or move up to 50 pounds such as technology and networking equipment.
- * Push or pull items such as furniture and equipment.
- * Interact with other staff members.
- * Climb a step stool or ladder and reach above shoulders.
- * Sit or stand for extended periods of time.
- * Squat, stoop or kneel.
- * Reach above the head and reach forward.
- * Stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; use hand strength to grasp tools; and to talk and hear.
- * See up close, have color and peripheral vision, have- depth perception, and the ability to adjust focus.
- * Frequently bend or twist at the neck and trunk more than the average person.
- * Ability to see and read a computer screen and- printed matter wi.th or without visual aids.
- * Ability for verbal communications including the ability to speak and hear at normal room levels.
- * Ability to use computer terminals, telephones, calculators, copiers, and facsimile.
- * Mental acuity to assist in the management of Information Technology Programs, consult with management on policy decisions, evaluate results, and make recommendations relative to the effective performance of the tasks.

WORK ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors in office and school environments and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.