



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Network Administrator /  
Email Administrator

**REPORTS TO:**

Director of Technology

**QUALIFICATIONS:**

- Bachelor's degree in Education or Instructional Technology
- Minimum 5 years experience in MS Windows Server Administration in an educational environment
- 4 years MS Exchange Administration

**GENERAL DESCRIPTION:**

Working with the Director of Technology and Technology Support Staff, the Network Administrator will manage academic and administrative technology systems and support the integration of technology at all levels.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

Duties and Responsibilities:

1. Supports and maintains the following computer platforms including backups of network servers:
  - Network Servers: Windows 2003/2008 Server w/Active Directory and MacOS X Server
  - Network Applications Servers: Exchange Email server, SIS systems
  - Network Clients: Windows 7, XP and Mac OS 10 Lion, Android
  - Network Protocols: TCP/IP, AppleTalk. Network Equipment: Cisco Switches, Cisco ASA Firewall, Cisco Wireless Controller and Cisco ACS Server
  - Network Printers: HP, Epson, Xerox copiers
  - Handheld devices: iPad, iPhone, Android
  - Server virtualization: Hyper V and VMware
2. Manages and supports the school's network system for students, faculty and staff.
3. Manages and supports the school's internet protocol and URL filtering system.
4. Manages and supports the school's help-desk ticketing system.
5. Configures and install new hardware including network equipment.
6. Manages and directs upgrade and/or repair of existing hardware.
7. Keeps all constituents informed of operational aspects of the network.
8. Manages Email Server and other components of the email architecture.
9. Creates and administers user accounts and user mailboxes.
10. Installs, configures, applies security patches and upgrades performance monitoring and troubleshooting of Exchange and/or Active Directory.
11. Conducts preventive and corrective maintenance on computer and phone systems.
12. Provides tape and/or disk backups of campus servers and databases nightly and regularly tests these backups .
13. Regularly conducts recovery capability tests including UPS failsafe.
14. Responds to problems assigned by Help Desk System (ITDirect).
15. Maintains expertise in computer technology and provides suggested improvements and advancements to school's system .
16. Provides any assistance pertaining to any technology questions, including those that are not directly related to computer or phone systems.

17. Works with the Director of Technology on maintaining and improving the school's district communication applications (AlertNow, Blackboard) and web site.
18. Works with the Director of Technology to generate and manages the Technology Department Budget.
19. Works with the Director of Technology to advance the NJ State Local District Technology Plan.

Other Related Requirements:

1. Analyzes existing procedures and develop improvements for optimum use of technologies.
2. Analyzes situations accurately and adopt an effective course of action.
3. Articulates technical information to non-technical audiences.
4. Interacts with users in a professional, cooperative, and courteous manner .
5. Background / Criminal Investigation clearances.
6. Performs such other tasks and assume such other responsibilities as assigned by the Director of Technology.

WORK YEAR: Twelve – month position.

DATE APPROVED:	October 18, 2016
BY:	Board of Education