



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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Network Systems Administrator

Primary Function

Under the direction of the Director of Technology and Media Services: Manages the design, installation, configuration and maintenance of computers, network systems, and other related equipment. Assists as a technical resource for the Technology Department staff. Responsible for all network performance monitoring and management. Makes recommendations and implements network upgrades. Provides technical assistance to associated support organizations such as telephone companies, contract repair technicians and network installers, and other service providers, in support of the District's communications goals and objectives. Provides oversight and management of network support.

Organizational Relationships

Reports directly to the Technology Director

Qualifications

- Formal or on-the-job technology-related training or certification in computer networks. Current Cisco CCNA R&S certification or a Bachelor's Degree in computer-related field, preferred.
- Experience in the installation, maintenance, and repair of computers, network systems, and electronic equipment.
- Experience in network administration and systems management.
- Experience supporting a multi-site campus with the means to travel between buildings.
- Working knowledge of:
 - Operating systems, including the current version of MacOS and iOS and the current version of Windows Desktop and Server OS
 - Network installation and protocols including wireless network systems, Layer 3 switching, the appropriate use of VLANs, fiber optic network maintenance and IP telephony
 - Methods, procedures, techniques, materials, and equipment utilized in the installation, repair, and maintenance of computers and electronic equipment, including routers, servers, switches, and firewalls.
 - Safe working methods and procedures.
- Written and oral communication skills as well as organizational operations and procedures.
- Proficient skill in English composition, grammar and spelling.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the district.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to handle staff and student information with confidentiality.

Performance Responsibilities

1. Maintains network systems, including, but not limited to, Wide Area, Local Area and Wireless networks, backup and disaster recovery, software and services.
2. Implements network security, recognizes necessary network improvements, and works with the District Technology Support Specialists to implement improvements.
3. Performs HyperV, Virtual Machine, SAN and VoIP system administration and maintenance.

4. Manages and builds computer system deployments from the ground up including the imaging process.
5. Ensures that support for around the clock information transfer, storage, and processing is timely, efficient and meets the service levels required.
6. Understands all aspects of data storage and ability to recover both network and systems from system faults with minimal data loss.
7. Retrieves lost data from storage media after accidental deletion or disk crash utilizing appropriate utilities.
8. Facilitates the professional development, supervision and evaluation of the Tech Support Specialist position.
9. Participates in budgeting for district wide projects.
10. Assists in recommendation of software and hardware products and other equipment that are most suited for use within the district's infrastructure.
11. Conducts technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current systems.
12. Work under pressure and deadlines, and prioritize support requests to minimize user downtime.
13. Establish and maintain cooperative working relationships.
14. Perform other duties as assigned by the administrator.

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel