

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE – NETWORK AND SYSTEMS ADMINISTRATOR

QUALIFICATIONS

Possession of Bachelor's degree (preferred) or related technology certifications or disciplines.

Two to five years of experience in the information technology field.

SKILL PREPARATION

Ability to communicate and interact appropriately with individuals under a variety of circumstances.

Ability to comprehend technological advances and incorporate them into the working environment.

Proficiency in enterprise-level technology, including the use of servers, switches, wireless controllers, routers, cabling standards, end-user computing, and the use of peripherals in the District environment.

Solid understanding of Directory Services, DNS, DHCP, TCP/IP, ACL, Firewalls, server virtualization, disaster recovery techniques, and other critical components of a network system.

Familiarity with Windows, Mac, and Linux operating systems.

Familiarity with industry standard security systems, backup systems, and network monitoring utilities.

Ability to diagnose and troubleshoot network and system related error conditions.

DUTIES AND RESPONSIBILITIES

Be responsible to the Technology Director for the completion of all assigned duties with accuracy, professionalism, and confidentiality.

Work cooperatively with all IT staff to maintain systems so they are continuously operational.

Maintain communication with appropriate staff at our ISP to ensure uninterrupted network communications to the Internet and other external network resources.

Maintain and configure network and server infrastructure and associated hardware and software, including both wired and wireless networks utilizing TCP/IP, VLANs, and VPN connections and servers running Windows, Linux, and Mac operating systems, as well as DNS, DHCP, AD, OD, Citrix, and Remote Desktop Services, etc.

Maintain the VoIP phone system, including digital phones, voice routers, analog lines for fax services, and PRIs.

Establish and maintain both network directory services, Active Directory and Open Directory, including maintaining users, user lists/groups, user profiles, user security, etc. Establish and maintain end-user access to appropriate folders, applications, and services, including e-mail, file storage, print services, etc.

Diagnose, recommend, and implement solutions to network and server problems.

Perform system updates to all servers and network equipment to maintain current levels of firmware and operating system releases. Monitor and manage the deployment of end-user updates. Maintain anti-virus systems, e-mail filter and web filtering systems.

Implement disaster recovery procedures, manage back-up software and infrastructure, and ensure data integrity among all server data stores and on local and remote back-up servers.

Maintain and document both private and public IP structure.

Maintain network closets, perform data cable runs, and manage network closets and server rooms so they are neat, clean, and organized.

Maintain security systems, including implementing password policies, maintaining firewalls, and managing intrusion detection and prevention.

Proactively monitor servers, switches, and devices using management/monitoring software to identify problems before they occur.

Monitor network activity to maintain optimum network performance. Review logs and system files to detect system degradation and implement appropriate resolutions.

Maintain system documentation of all appropriate systems and procedures

Provide assistance with on-going dynamic project planning, system documentation, and end-user training.

Consult with other IT staff and end-users to determine impact of proposed changes and system upgrades prior to an upgrade. Communicate in advance with appropriate staff of any planned upgrades/ changes.

Work with vendors, as needed, to resolve problems and implement new technology solutions.

Maintain onsite and offsite data and system backups.

Assist with the development of "standard" end-user images to maintain network/end-user continuity.

Provide assistance as needed to Technology Specialists to maintain timely response to end-user requests.

Serve as back-up in the absence of other IT staff to perform both routine and emergency operations.

Provide assistance with fixed asset inventory, the budgeting process, and the development of mandated technology plans as they relate to network and server technology.

Serve as point of escalation for technical issues for all members of the Technology Department.

Be available to work extended hours in order to minimize disturbance to daily operations.

Discharge all other assignments delegated by the Technology Director.

EVALUATION

Evaluation will be conducted annually by the Technology Director in the areas of domains and goals.

**Approved by Board of School Directors 02/02/15
Supersedes Policy Dated 09/05/06**