

ALAMEDA UNIFIED SCHOOL DISTRICT

**CLASS TITLE: NETWORK ADMINISTRATOR
(Technology Support)**

BASIC FUNCTION:

Under the direction of the Director of Technology Services, oversee network hardware; build, install and upgrade file servers; troubleshoot file servers and applications; oversee various network software; install, configure, upgrade and maintain network operating systems and network client-server programs; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

Oversee network hardware and operating systems; build, install, upgrade, configure and manage file servers, systems software and network applications; install chips, drives and network interface cards; troubleshoot file servers and applications; maintain file servers.

Identify, analyze and document current and potential problems with District systems; recommend solutions, hardware and software purchases and installation; prepare instructions and training materials.

Develops, maintains and monitors procedures for all systems.

Monitor and analyze network usage; perform network capacity planning, needs analyses and technical cost-benefit analyses; analyze system back-up requirements; recommend hardware and software solutions.

Plan major upgrade projects; document requirements and prepare implementation plans

Oversee various network software; install, configure, upgrade and maintain network operating systems and network client-server programs; coordinates distribution of client/server software and service packs; maintain log-in scripts, user accounts and systems security.

Maintain network routers, data switches, hubs and transceivers; troubleshoot cable and fiber-optic portions of the District's networks; troubleshoot network connection problem.

Analyze network security; coordinate disaster preparedness and recommend methods to optimize performance and security of network.

Provide technical troubleshooting; determine type of request; diagnose and provide solutions or escalate to appropriate staff member or Director.

OTHER DUTIES:

Train District staff in use of new hardware and software; provide work direction and guidance to other technical staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Data cabling installation standards
Microcomputer and network hardware and software applications
Reporting procedures, record-keeping and report generation
Expert-level understanding of servers, WiFi, LANs, WANs and MANs.
Design of complex network systems
Principals and practices of training and providing work direction
SQL Server and Databases
Current methods, practices and procedures involving the use of computer technology and related equipment.

ABILITY TO:

Interact positively with peers, public and students
Communicate Technology Services procedures and requirements to users
Operate a computer in a Windows/Mac environment
Understand complex network system designs
Troubleshoot complex network problems
Learn and effectively use hardware and software specific to District needs
Generate and maintain reports and related records
Work effectively in the absence of supervision
Understand and follow oral and written directions
Communicate effectively both orally and in writing
Train and provide work direction to others
Change hardware / software configurations

EDUCATION AND EXPERIENCE

A BA or BS degree in Computer Science or related field from an accredited academic or technical institution preferred. Three years analytical experience in a network environment. Minimum of two years of experience working with Microsoft Active Directory, working with file servers, hubs, routers, and DSUs/CSUs, managing user security on a network, working with print servers and remote printers, and two years of experience working with a Microsoft Exchange 2000, 2003. Minimum of one year of experience in the technical support of financial and student information application in the K-12 environment preferred. Working knowledge of Unix and Visual Basic preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License
CCNA and Extreme Networks Certification preferred
MCSE/MCSA Certification preferred

WORKING CONDITIONS:

ENVIRONMENT:

Computer room / office environment

Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment

Lifting heavy objects

Seeing to view computer screens

Hearing and speaking to exchange information

Sitting for extended periods of time