

**JOB DESCRIPTION
MOORE PUBLIC SCHOOLS**

11.15

JOB TITLE: Assistant Network Administrator

QUALIFICATIONS:

Credentials: Valid Oklahoma Drivers License and acceptable Driving record.

Education: Bachelors degree in Computer Science, Management Information Systems, or related field. Three to five years experience in network administration environment may be substituted for above degree.

Experience Required: Minimum of 3 years experience in supporting personal computer users, servicing personal computers and providing network support using TCP/IP in Windows and Macintosh environments.

SPECIAL SKILLS, KNOWLEDGE, ABILITIES:

Communication Sills (oral, written, or business): Basic communication skills needed to exchange information, give/receive instructions, and respond to inquires.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge or addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.;

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Must be familiar with various software programs to include Windows 2000, Windows XP, and Mac/OS.

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SITE: Tech Center

REPORTS TO: Network Administrator

PURPOSE OF POSITION: Supports the network administrator in the design and implementation of the server components of a client-server based Wide-Area-Network (WAN) and Local-Area-Network (LAN) at remote sites. Performs the duties of the Network Administrator during their absence. Assists the network administrator in interfacing Mac and Windows platforms to a Windows server. Also includes technical leadership responsibility and hands-on design and development work, implementing enhancements, and extensions to the WAN. The assistant network administrator will be involved in development of new features and supporting the current networks. This is a fast-paced position with rapidly changing requirements, and requires an ability to work on multiple tasks simultaneously and be flexible while maintaining productivity.

CONTACT WITH OTHERS: An incumbent in this position has regular contact with members of the technology department, district, personnel, vendors, and others. Interpersonal communication is critical.

PERFORMANCES EXPECTATIONS: Demonstrates knowledge and understanding of TCP/IP, routers, switches, Proxy Server, Internet Information Server, FTP Server, Apache Web Server, and Email Server. Successful performance of the job requires good customer service/people skills to elicit information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other board policies. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

ESSENTIAL JOB FUNCTION (PERFORMANCE RESPONSIBILITIES):

1. Maintains and supports all local area networks and wide are networks throughout the district to include trouble shooting in both hardware and software.
2. Designs and installs wide and local area networks.

3. Sets minimum equipment standards for LAN installation. Consults on and recommends network equipment purchases.
4. Primary technology interface for all curriculum software to include installation and configuration support.

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5. Provides Technology Manager with assistance in developing long-term technology goals.
6. Works with Computer Repair Technician when needed to maintain district hardware and software.
7. Installs and supports network application software operating on Windows and Macintosh systems.
8. Demonstrates knowledge and understanding of a wide range of Microsoft software packages.
9. Evaluates and monitors network equipment to optimize performances.
10. Perform or supervise the installation of network cabling in school buildings and between school buildings on single campuses.

SUPERVISION EXERCISED: As assigned by Network Administrator

PHYSICAL/MENTAL REQUIREMENTS AND WORKING CONDITIONS: Other than those requirements listed above, the employee must have the ability to lift boxes containing computers and computer peripherals, climb ladders, and string cable.

TERMS OF EMPLOYMENT: 260 Days

SALARY: To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Adopted: 06-12-04

