

**Union County Educational Services Commission  
Job Description**

**Job Title:** Network Administrator/Webmaster

**Reports To:** Superintendent of Schools  
Technology Manager

**Terms of Employment:** 12-Months, Full-Time

**Scope of Position:**

The Network Administrator/Webmaster is responsible for maintaining the effective operation of the district computer network infrastructure, hardware and software systems to ensure that administrators, educators, support staff, and students have access to reliable technology for teaching, learning and communicating.

The Network Administrator/Webmaster is also responsible for performing tasks related to the design, development and maintenance of the district website to ensure that content is accurate and presented in an accessible, engaging and consistent manner.

**Qualifications:**

1. Earned Bachelor's Degree in computer science, network engineering, technology or a related course of study obtained from a regionally accredited college or university.
2. Minimum of five years of experience in network administration or technology support, preferably completed in an educational setting.
3. Extensive technical knowledge of the hardware and software systems needed to operate and maintain a network environment; user-based hardware and software applications; internet, email, telecommunications solutions; and information management systems.
4. Demonstrated knowledge and proficiency related to the design, programming, maintenance and security of websites and other web-based applications.
5. Interpersonal skills needed to relate well with school administrators, teaching staff, contractors, vendors and members of the local community.
6. Ability to communicate effectively in English, both orally and in writing, using proper vocabulary and grammar.
7. Valid drivers license issued by the NJ Department of Motor Vehicles.

**Responsibilities (Network Administrator):**

1. Work collaboratively with the Superintendent of Schools and Technology Manager to ensure staff and students have access to a stable and reliable network infrastructure that supports the district's current and future technology needs.
2. Manage the district network infrastructure, including daily monitoring, troubleshooting, maintenance, repair and/or replacement of hardware and software applications to ensure optional efficiency and performance.
3. Develop job-related planning goals, create prioritized tasks lists and complete tasks in a systematic manner with minimal direct supervision.
4. Provide timely and accurate information to the Superintendent and Technology Manager regarding the status and security of the district network infrastructure.

5. Serve as a Tier 2 escalation point to facilitate the repair, upgrade and/or replacement of computer hardware and software applications deployed to staff and students.
6. Provide training and technical support to staff in the basic operation of network systems, computer hardware, and software or web-based applications used in the district.
7. Maintain an active inventory of network equipment, hardware, software applications and documentation related to the configuration of all district technologies.
8. Participate in relevant professional development opportunities to remain abreast of current practices in network administration and educational technologies.
9. Perform all other related duties and responsibilities within the scope of employment as assigned by the Superintendent of Schools or Technology Manager.

**Responsibilities (Webmaster):**

1. Design, implement and maintain an informative, robust and engaging website that serves to inform students, parents, staff and the community about district schools and programs.
2. Recruit input and feedback concerning the content and display of web pages through regularly scheduled meetings with Principals, Directors and other relevant staff.
3. Coordinate the preparation, design and posting of all district publications, news releases, current events and other information to highlight student accomplishments.
4. Ensure a consistent look and feel across the website by promoting uniform fonts, formatting, images and layout and by creating appropriate templates to guide authors.
5. Develop and implement procedures for staff to submit regular and expedited requests for webpage submissions.
6. Ensure that all policies, district “report card” data, and other information required by the NJ Department of Education is made available to the public in a timely manner.
7. Review all web content for spelling and grammatical accuracy prior to publication in order to maintain high standards of quality. Ensure sensitive or confidential information is not inadvertently posted to the website.
8. Monitor use of website and ensure that web-based inquiries for information are routed to appropriate departments. Monitor site traffic and record data regarding usage statistics.

**Physical and Environmental Demands:**

The following physical and environmental demands are representative of those that must be met by an employee to successfully perform the essential functions of this position and are not intended to be all-inclusive:

1. Ability to spend most of the day standing, walking, moving, reaching, and lifting. Employee may be required to climb ladders and/or work in restricted spaces to include bending, stooping, crawling, kneeling and/or crouching.
2. The employee must regularly lift, push and/or pull objects up to 50 pounds using appropriate safety techniques.
3. Ability to safely use basic hand or electrically powered tools commonly associated with computer repair, data wiring/cabling and installation of network hardware.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Board Approval Date:**