CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY

JOB DESCRIPTION

NETWORK ADMINISTRATOR

QUALIFICATIONS

1. Bachelor's Degree in Computer Science or equivalent work experience.

2. Network certification or equivalent.

3. Significant knowledge and experience with Windows Server Operating Systems, SAN, WLAN, Surveillance, Threat Management, Switch and Router technologies.

4. Ability to manage system and network wide parameters and configurations to ensure integrity of networks.

5. Effective problem-solving, human relations, and communications skills.

6. Ability to communicate, train, and work well with novice and experienced computer users.

7. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

8. Required criminal history background check and proof of U.S. citizenship or legal alien status.

REPORTS TO

Technology Systems Manager.

JOB GOAL

To aid in the efficient and reliable operation of all district information systems.

PERFORMANCE RESPONSIBILITIES

1. Manages and maintains the CRHS network system including the Internet, all accounts, and the security of all systems.
2. Provides technical guidance, assistance, and direction in the planning and construction of new computer networks.
3. Assists in the maintenance of systems records detailing hardware specifications, wiring schematics, data storage, and network cabling.
4. Analyzes, evaluates, and resolves problems with information systems and networks.
5. Installs, upgrades and maintains network/systems-based software.
6. Installs, repairs, upgrades and maintains network/systems-based hardware.
7. Maintains the district threat management services/appliances, data management and recovery systems.
8. Maintains software to monitor network use in accordance with the "Network and Computing Systems Acceptable Use" policy.
9. Evaluates and recommends necessary improvements to the technology infrastructure to the Technology Systems Manager.

10. Acquires quotes for network and system related equipment.

11. Attends local, state, and regional technology conferences, meetings, and workshops for the purpose of obtaining knowledge of emerging technologies.

12. Performs such other related duties as may be assigned by the Technology Systems Manager or Principal.

TERMS OF EMPLOYMENT

Twelve months. Full benefits. Salary to be determined on an annual basis by the Personnel and Finance Committees. Work week: 30 hours.

EVALUATION

Performance of this job will be evaluated semi-annually by the Technology Systems Manager.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **May 8, 2008**
AMENDED: **October 24, 2019**