

238 - NETWORK ADMINISTRATOR JOB DESCRIPTION

The Network Administrator coordinates, installs and maintains the efficient and effective functioning of the computer hardware, software and network systems within the District.

REPORTS TO:

District Administrator

QUALIFICATION REQUIREMENTS:

- Associate Degree or additional computer and/or electronic training or experience
- Demonstrated ability and experience to install, troubleshoot and secure a variety of computer hardware and software products on both Macintosh and PC platforms
- Possess a strong background in computers and technology maintenance.
- Network management skills, with experience using Novell, NT and Appleshare servers
- Knowledge of software applications and operating systems.
- The ability to plan and assist in the installation of telecommunications access, District-wide wiring projects and wide area network management
- Good administrative, budgeting, communication and record keeping skills
- Familiarity with Internet and technology applications used in K-12 schools

DUTIES AND RESPONSIBILITIES:

- Maintains computer hardware, software, printers, servers, routers, modem pools, network systems and other electronic resources.
- Maintains accurate and current inventory of all technology equipment.
- Maintains technology planning records, software inventory, hardware inventory, network design diagrams of wiring, security, and passwords.
- Develops and maintains a systems (business) recovery and disaster management plan.
- Maintains strict privacy in all matters; District network, safety for emails and Net usage.
- Archives school emails for a period of seven years.
- Prepares a budget and reviews District's electronic purchases for compatibility, cost effectiveness, and necessity and makes recommendations to the administration.
- Acts as District's agent for purchasing of new hardware and software in dealing with vendors.
- Develops bid specifications and reviews bids to insure compliance with bid specification.
- Develops a long range plan to include software, hardware and financial implications.
- Researches new products for appropriate and necessary equipment replacement or additions.
- Develops and implements a recycling plan for District hardware and the disposal of obsolete equipment.
- Assists in the development and implementation of an approved DPI Technology Plan.
- Demonstrates electronic applications for staff and students.

- Serves as the District's representative to outside groups, associations and agencies regarding issues relating to technology, computer hardware, software and related services.
- Continues with professional development and stays current with changing technology.
- Performs other duties as assigned.

Adopted: January 26, 2005

Revised: April 22, 2008, July 20, 2016