

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK SYSTEMS ADMINISTRATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and deploy the District's Local Area Networks (LAN) at various sites, and the Wide Area Network (WAN); perform a variety of complex technical duties involved in the installation, configuration, operation, maintenance, troubleshooting, diagnosis and repair of physical and logical information technology infrastructure; install, maintain, troubleshoot and configure voice over internet provider (VOIP) systems; install, configure and manage Microsoft server software and operating systems.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex technical duties involved in the installation, configuration, operation, maintenance, troubleshooting, diagnosis and repair of physical and logical information technology infrastructure including nodes, security, wired/wireless networks, computer hardware, software and peripherals.

Plan, organize and deploy the District's Local Area Networks (LAN) at various sites, and the Wide Area Network (WAN); investigate, diagnose and repair hardware, software and related equipment malfunctions as necessary; maintain device-to-network connectivity for multi-platform/multi-OS environments.

Perform a variety of duties related to the installation, general troubleshooting, maintenance and configuration of voice over internet provider (VOIP) systems including phone implementation.

Install, configure, modify and maintain computer hardware, servers and peripherals to assure the smooth running of user computer systems, constituent components, option upgrades and peripheral devices; install and update computer software; configure hardware and software to assure proper computer operations and network connectivity.

Install, configure and manage wired and wireless network infrastructure; manage and configure network directory services including user accounts, DHCP, print management and group policy management; install, configure and manage virtualization technology server software/hardware, network firewalls, filtering software and hardware.

Serve as a technical resource to District personnel concerning the operation of computer hardware, software and related peripherals; respond to inquiries and provide detailed and technical information by phone, e-mail, on-site, or remote access.

Establish standard configurations for servers and network equipment, maintaining documentation on each configuration; perform routine backup, storage and recovery of all District core servers and network equipment configurations, via various mediums, to ensure their availability for

recovery.

Assist Administrators with special projects and assignments including recommending computer hardware and software; respond to inquiries and provide detailed and technical information.

Inspect, troubleshoot, diagnose and resolve network system malfunctions as assigned; install, configure, maintain and repair a variety of peripherals and network components such as servers, hubs, switches, routers, cabling, modems and printers as required.

Perform a variety of network administration activities including establishing and maintaining user accounts, e-mail accounts, internet connectivity and security applications as assigned.

Communicate with Administrators, personnel, vendors and various outside agencies to exchange information and resolve issues or concerns; coordinate project management installation of infrastructure improvement.

Operate a variety of computers, mobile devices, telephone systems, servers, peripherals and specialized software.

Assist in the maintenance of printer sharing devices, copiers, laptops, workstations, tablets, and mobile devices as directed.

Attend and participate in meetings and conferences; train and provide guidance and work direction to assigned staff.

Maintain routine records related to work orders and assigned activities including documentation of all installations and configurations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software and peripheral equipment.

Principles, practices and concepts of networks and information systems.

Applicable network and computer operating systems.

Virtual environment management and installation.

Voice over internet provider (VOIP) systems management principles.

Data backup systems and installation.

SAN and CISCO networking technology management and installation.

Wireless networking configuration and installation.

Computer hardware systems and software applications utilized by the District.

Networking components and major manufacturers including hubs, routers, switches, multi-layer switches and firewalls.

Active Network Components such as hubs, switches and routers including basic configuration,

installation and attachment to site LANs and computers.

Basic horizontal structured wiring for networks including the ability to use testing gear such as certification equipment, network sniffers, and hand tools for appropriate wiring attachment.

Printers, scanners and other peripheral equipment including installation, loading of drivers, diagnosis, and maintenance procedures.

Database structures, on-line applications and system capabilities of the District's computer systems.

E-mail server applications.

Proper methods of storing and handling equipment, materials and supplies.

Scheduling requirements for prioritization of work within departmental service level contract.

Materials, methods and tools used in the operation and repair of computer and network systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Technical aspects of the field of information technology.

ABILITY TO:

Perform assigned project management functions including network configurations updates, server and equipment deployments.

Install, configure, modify and maintain computer hardware, software and peripherals to assure the smooth running of computer work stations.

Investigate, troubleshoot, diagnose and repair hardware, software and related peripheral malfunctions.

Write scripts using powershell, DOS and VBS.

Evaluate, install, test, implement, monitor and maintain complex systems, applications and hardware on the District WAN and LANs.

Serve as a technical resource to District personnel concerning the operation of computer hardware, software and related peripherals.

Develop and implement training programs for PC/LAN applications.

Install, upgrade and configure various software applications on network systems and computers.

Make routine equipment adjustments and perform routine maintenance

Meet schedules and time lines.

Train and provide guidance and work direction to assigned staff.

Operate computers and peripheral equipment properly and efficiently.

Maintain routine records related to work performed.

Understand and follow oral and written instructions.

Work independently with little direction.

Maintain routine records.

Communicate effectively orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and two years of college-level coursework in computer science, information systems or related field.

Experience: Four years of experience in computer systems with experience in design, development, integration, implementation and/or maintenance of LANs and/or WANs.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Cisco Certified Network Associate (CCNA) certificate or equivalent.
Valid California Driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to view a computer monitor and read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders or horizontally to store and retrieve equipment and supplies.

Lifting, carrying, pushing or pulling moderately heavy objects

Bending at the waist, kneeling or crouching.

HAZARDS:

Extended viewing of a computer monitor and close focus working distances.

Line voltages within equipment.

Laser and infrared light emissions.