

# Job Description

Alameda Unified School District

## Network Administrator

### Purpose Statement

The job of Network Administrator is done for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

This job reports to Assigned Administrator

### Essential Functions

- Analyzes network security for the purpose of coordinating disaster preparedness and recommending methods to optimize performance and security of network.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District network.
- Maintains network operations and software applications (e.g. routers, data switches, hubs and transceivers, etc.) for the purpose of ensuring efficient operations.
- Manages major projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Oversees various network software, network operating systems and network client-server programs for the purpose of coordinating distribution of client/server software and service packs, maintaining log-in scripts, user accounts and system security.
- Participates in a variety of planning and development activities, including district wide committees for the purpose of creating short and long range plans for programming support to the district.
- Prepares written materials (e.g. procedures, system level documentation, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intra-net applications; data security, project management, processes and methodology.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** Job related experience within a specialized field with increasing levels of responsibility may be substituted for a Bachelors Degree in job related area.

### **Required Testing**

None Specified

### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

6/14/2022

### **Salary Grade**

48

### **Revised Date**