



Excellence for all.

Job Title: Systems and Network Administrator

Systems & Network Administrator

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Executive Director of Technology and Operations or assigned designee, and in close cooperation with the Lead Systems and Network Engineer, the Systems and Network Administrator classification is responsible for the day-to-day administration, maintenance, and support of district-wide network systems and applications. This classification supports the use of information technology by all departments, including support for databases, servers, systems, network, applications and related hardware and software.

Distinguishing Characteristics:

The Systems and Network Administrator is part of the Technology Services Systems Administration series of positions. Employees in this classification may act as a technical lead, providing guidance and work direction to less-senior staff. This position will administer, maintain, and support the district's student information system, databases, servers, network, and systems.

This position serves as the direct backup for the Information Systems Analyst (ISA) and will be required to cross-train and develop expertise in support of the ISA role, including developing a thorough understanding of data submission requirements and reporting to federal, state, and local agencies.

Employees in this classification are required to possess a high level of technical proficiency and in-depth knowledge to perform varied and complex tasks at job-entry and are expected to perform duties independently, with minimal direction and oversight.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Install, test, support, and update computer software, systems, databases, servers, and applications. Assist with maintaining integrity and security of assigned computer systems. Implement, maintain, troubleshoot, and support single sign-on and multi-factor authentication systems.
- Monitor performance, usage, and activity on networks.
- Assist with information systems security audits.
- Analyze, troubleshoot and resolve issues affecting system users.
- Work closely with vendors, consultants, Ventura County Office of Education (VCOE), district and technology staff to correct issues affecting the various databases, Student Information Systems, website platforms, and computer systems.
- Administer a LAN/WAN networking environment, including updating network configuration settings (e.g., DNS, DHCP, and firewall settings), maintaining user accounts, network printer configuration, backup, and VoIP systems.
- Assist with the coordination of systems and network hardware/software upgrades, changes and repairs while minimizing risk and downtime and maintaining availability of services to authorized users.
- Provide input on the development and preparation of training materials and participate in user training workshops to present new systems, features, and enhancements; provide one-on-one training as needed.
- Operate and maintain various data center systems, including network, servers, switches, routers, firewalls, and access points.

- Operate a variety of office equipment, including networked personal computers, various software applications, mobile devices, printers and other peripheral equipment.
- Attend assigned training and professional development. Participate in professional association meetings and forums to remain current regarding trends and best practices.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy
- Core networking and systems technologies (TCP/IP, DHCP, DNS, VPN management, NAT, SQL, SFTP, SNMP, etc.)
- Identity Automation Systems
- Server configuration and management
- Windows Active Directory management (including Group Policies)
- Cloud platform management (Microsoft, Google, Azure, AWS, VMware, Cisco/Meraki)
- Wireless network configuration and administration
- Virtual Server management (VMware, Hyper-V, etc.)
- Client device operating systems (Windows, Apple/iOS, Chrome, MacOS)
- Microsoft 365 and Outlook Email Systems
- Mobile Device Management solutions and strategies
- Cybersecurity, including Anti-Virus solutions, malware protection strategies, etc.
- PowerShell and other scripting languages/tools
- Database concepts, including relational database terminology
- Methods, principles, practices and techniques for relational databases
- Website Development Concepts
- Principles of training and providing helpdesk support

Ability to:

- Understand and follow oral and written directions
- Establish and maintain effective and cooperative working relationships with others
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public
- Learn and incorporate new skills, techniques and/or industry trends
- Maintain regular, consistent, and punctual attendance
- Manage multiple tasks and prioritize effectively
- Perform technical work in design, installation, operation, maintenance, repair and diagnosis of computer systems and networks
- Provide technical support and assistance to customers with varying levels of technical competency
- Generate and maintain reports and related records
- Identify and implement potential changes to improve efficiency, workflow, processes, and/or procedures
- Systematically and thoroughly troubleshoot systems and network issues with the goal of discovering the root cause and achieving resolution
- Plan and organize work
- Meet schedules and timelines

- Maintain confidentiality and discretion regarding sensitive information

Education and Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school supplemented by some college level course work in a related field or advanced technical certification and a minimum of 3 years of experience in network and/or server operations, administration, and support. Related college coursework and experience with Student Information Systems preferred. Successful completion of the Merit examination process is required.

Licenses and other requirements: Valid California driver's license. Preferred certifications: CCNA, CCNP, CompTIA A+, CompTIA Network+, CompTIA Security+, or equivalent.

Working Conditions:

Environment: Indoor environment. Driving a vehicle to conduct work.

Physical Demand/Hazards: Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time. Lifting, carrying, pushing, or pulling moderately heavy computer equipment.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Recommended Salary Range: 143

Approved by the Personnel Commission: 1/22/25