



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Network Administrator

Qualifications:

1. A high degree of analytical ability, skill in problem solving and able to communicate effectively, both orally and in writing.
2. Experience planning, overseeing and leading projects from ideation through to completion.
3. A broad knowledge and understanding of IT principles, concepts, methods and the interrelationships between different IT specialties.
4. Experience with the design, analysis, configuration, and management of networked systems used for the transmission of information in voice, data, and / or video formats.
5. Experience planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware systems.
6. Experience with the design, analysis, implementation, and management of enterprise structural frameworks to align IT strategy, plans, and systems with the mission, goals, structure, and processes of an organization.
7. Experience ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.
8. Bachelor's degree in computer science or an equivalent combination of education and experience from which comparable knowledge and abilities have been acquired.
9. Current Aruba Certified Switching Professional (ACSP) or Cisco Certified Network Associate (CCNA) certification, or their equivalent.
10. Current Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA) or Certified Protection Professional (CPP) certification, or their equivalent are highly desirable.
11. Minimum of five years of experience as a network administrator, network analyst, network designer or network engineer or their equivalent are highly desirable.
12. Ability to lift and carry items weighing up to 50 pounds.
13. Availability to work a flexible schedule for after-hour maintenance, upgrades, troubleshooting, and/or on-call events.

Reports to: Director of Information & Technology Integration

Job Goal: Ensure the information technology infrastructure, including local area networks (LANs), wide area networks (WANs), network segments, intranets, and other data communication systems meet or exceed district and user expectations.



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Performance Responsibilities:

1. Analyze, evaluate, define and maintain network requirements, architecture and infrastructure.
2. Select, configure and optimize hardware components such as servers, routers, switches, wireless access points, firewalls and content filters.
3. Analyze and monitor network workload, capacity and performance.
4. Diagnose and resolve network problems.
5. Install, test, maintain, and upgrade network operating systems software.
6. Establish routing schema.
7. Manage intranet, Internet, or extranet gateways.
8. Coordinate the implementation / planning of networks that support district requirements.
9. Redesign network infrastructure in response to changes in network technologies or network requirements.
10. Develop contingency and recovery plans / procedures to ensure continuous availability and accessibility of network resources in the event of emergencies.
11. Oversee network infrastructure testing and implementation.
12. Plan, schedule and manage the installation of new or modified hardware.
13. Manage systems resources including performance, capacity, availability, serviceability, and recoverability.
14. Resolve hardware / software interface and interoperability problems.
15. Ensure systems availability, functionality, integrity, and efficiency.
16. Develop and implement migration strategies including planning for continuity of operations during the deployment of new server or network technology.
17. Develop and present plans for integrating new server or network technology into existing architecture.
18. Maintain IT infrastructure inventory and network topology map.



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19. Facilitate district wide IT infrastructure analyses to identify duplicative investments, gaps, or opportunities for collaboration.
20. Develop policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against misuse or unauthorized access to systems, networks, and data.
21. Conduct risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs.
22. Conduct systems security evaluations, audits, and reviews.
23. Develop systems security contingency plans and disaster recovery procedures.
24. Develop and implement programs to ensure that systems, network, and data users are aware of, understand, and adhere to systems security policies and procedures.
25. Design network and systems to ensure implementation of appropriate systems security policies.
26. Assess security events to determine impact and implement corrective actions.
27. Ensure the rigorous application of information security / information assurance policies, principles, and practices in the delivery of all IT services.
28. Plan and coordinate district wide implementation of industry standard IT security defense strategies to ensure protection of the IT infrastructure.
29. Perform any other duties within the scope of this job description, which are deemed desirable and necessary to maintain the district's information technology infrastructure.

Terms of Employment:

Non-aligned, 12-month position as specified in contract with Board of Education.

Evaluation:

Performance of this job will be evaluated annually in accordance with State law and the provisions of Board policy on evaluation of non-certified staff.

Approved: March 22, 2022