

CLASSIFIED JOB DESCRIPTION

NETWORK ADMINISTRATOR

JOB SUMMARY:

Under the direction of the Executive Director of Business and Information Technology Services, defines and builds an efficient operating environment for the District-Wide Area Network (WAN), as well as 38 separate Local Area Networks (LAN). Oversees the operation of Novell NetWare 3.12, 4.1X, 5.X, and Microsoft Windows NT 4.0 servers. Provides primary technical support for the WAN/LAN environment described above. Establishes controls and thresholds for monitoring network performance through add-on and built-in software, which runs on monitor stations or network devices.

ESSENTIAL JOB FUNCTIONS:

- Evaluates WAN and LAN products.
- Recommends products for use on District WAN and LAN's.
- Tests, installs, documents, and maintains Novell NetWare and Microsoft Windows NT 4.0 servers.
- Supports the installation and operation of all network devices (e.g., routers, switches, hubs, print servers).
- Supports the installation and operation of all server-based software.
- Assists in the training of less experienced staff.
- Participates in the general user support responsibilities
- Develops and recommends problem solutions for a troubleshooting guide.
- Researches and solves network operation problems.
- Develops and documents procedures for WAN and LAN implementation, maintenance, and use.
- Develops, selects, and presents training materials for WAN and LAN products and concepts.
- Resolves problems related to WAN and LAN availability and/or performance.
- May manage the installation of products on a Unix server.
- May have programming responsibilities.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Experience of at least two years in installing, configuring, using, and troubleshooting the following:
 - o A variety of network devices such as routers, switches, hubs, CSU/DSU's, preferably 3Com and Cisco brands
 - o Novell NetWare 3.12, 4.1X, 5.X, and Microsoft Windows NT 4.0 servers
 - o Desktop computers that will access services on NetWare and Windows NT servers, running the following operating systems: DOS, Macintosh, Windows 3.1, 95, 98, ME, NT, 2000
 - o Network printers and devices to connect stand-alone printers to a network
 - o Network management software for network problem solving and performance tuning

Computer programming experience is a highly desirable second skill; preferable experience with C in a Unix and/or Novell NetWare environment.

- Knowledge of WAN and LAN technologies, protocols, and implementation necessary to facilitate data, voice, and video communications between buildings, school sites, District office, and other District facilities.
- Ability to effectively communicate with both technical and non-technical staff regarding the use of their assigned computer hardware and software; to isolate and resolve problems in the operating of the District computer hardware and software; to document work required and work completed; to work well independently; communicate, work with, and maintain an effective working relationship with the public, and interact effectively and professionally under pressure.
- High school diploma or GED required.
- College degree or equivalent work experience, as well as successful completion of Novell NetWare and Microsoft Windows NT training.
- Valid California Driver's license and insurability for operation of District vehicles.

Classified Salary Schedule: Range 50
BOARD APPROVED: 4/3/01
REVISION DATES: 7/17/23
08/09/2023