

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Technology Technician III - Network Administrator
Reports To: Director of Technology Operations

SUMMARY

Provides support for installation, maintenance, repair and training services for District technology resources. Assists with all network and server related hardware and software. Is responsible for the installing, implementing, and maintaining District server and desktop policies supporting the overall goal of promoting the effective use of technology by students, staff, and District guests.

QUALIFICATIONS/REQUIREMENTS

- Technology industry certifications or equivalent combination of education and related work experience.
- Five years experience in a k-12 computing environment preferred.
- Three years supervisory experience in a K-12 environment preferred.
- Experience with 10Base-T, 100Base-T, and 1000Base-T Ethernet technologies.
- Experience with Intel-based PC and Mac computers.
- Ability to service Intel-based PC and Mac computers and their related peripherals.
- Experience with Microsoft operating systems Azure, Intune and server installation and maintenance.
- Strong working knowledge of Linux and Microsoft server environments.
- Strong working knowledge of Ethernet and TCP/IP design configurations for supporting network infrastructure for local, wide, and metropolitan area networks.
- Working knowledge of computer security issues and knowledge of security programs.
- Working knowledge of MDM Moysl.
- Experience with Microsoft Azure and Intune.
- Experience with PowerShell command line.
- Excellent communication and organizational skills.

ESSENTIAL JOB DUTIES

- Designs the District's WAN infrastructure, voice and video networks, Internet Access, system wide services and e-mail systems.
- Recommends the physical specifications as related to network planning and grading, including such areas as cabling, electronics, and communication devices.
- Is accountable for delivery of continuous, secure, and effective IT systems that support the business and learning operations of the District.
- Works collaboratively with the Director to install, maintain, and support computer systems and communication networks, ensuring systems and networks operate optimally to provide maximum performance and availability to users.
- Leads or participates in projects and initiatives, as assigned.
- Assists with network installation, security, configuration and other operational aspects.

ESSENTIAL JOB DUTIES (cont'd)

- Oversees the management daily operations of critical systems including, but not limited to: Email, Microsoft Azure Active Directory integration, Google, Mosyle and other systems as assigned.
- Maintains the Implementation of identified strategies to monitor and minimize internal and external threats, including but not limited to, firewall settings and maintenance, multi-factor authentication, and systems patch management
- Maintains and report regularly on adherence to the District's incident and response plan, including implementation of regular recovery testing and documentation of operational and security related procedures
- Recommends network and server hardware specifications and/or software management packages for these systems.
- Maintains infrastructure for the District's environment.
- Maintains hardware and operating systems within the District's data centers.
- Supports deployment of endpoint images and updates.
- Supports Linux versions and command line interfaces on servers.
- Develops a working knowledge of email infrastructure and deployment. (Google Enterprise)
- Understands Firewall packet filter rules and NAT design concepts with Internet standards.
- Troubleshoots device hardware issues.
- Assists with LAN and WAN troubleshooting issues with server related connectivity.
- Remains on-call for Server Maintenance/Downtime on evenings and weekends as needed.
- Understands VMWare and VXRail hardware/software management.
- Supports desktop operating system deployments
- Understands and adheres to Board policies and procedures
- Supports, configures, and maintains BIND DNS, MS DNS, DHCP, and PXE environment.
- Assists with Wireless deployment and troubleshooting device issues on wireless.
- Monitors servers and devices with District's network monitoring software.
- Provides MDM support of Apple Products to device profiles and application deployments in large Apple enterprise environments.
- Manages data integrity between systems (including imports and exports).
- Installs and maintains District servers and network devices.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Technology Operations.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy. This is a twelve-month work year.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.