



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

P: 608-316-1917

F: 608-221-7688

www.mononagrove.org

Position Description

Position Title:	Network Administrator
Department / Location:	District Wide
Reports to:	Technology Coordinator
Employees Supervised:	None
Classification:	Non-exempt
Status:	12-month
Created / Revised:	April 2025

Position Summary

Under the direction of the Technology Coordinator, the Network Administrator has primary responsibility for the smooth operation of the district's network systems and applications including the design, configuration, installation, maintenance, and repair of all network systems, subsystems, servers, controllers, firewalls, and other IP devices. The Network Administrator also oversees the data center and disaster recovery site operation and environment. S/he provides information and makes recommendations regarding network installations, configurations, and improvements, as well as resolves network operational issues.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

- Network Engineering and Support
 - Maintain, upgrade, and troubleshoot the district's network including:
 - Wired network (switches and network closets)
 - Wireless network (Wireless controller and access points)
 - Internal LAN and site-to-site WAN connectivity over copper and fiber
 - Firewall (Router, web filter, VPN, security appliance)
 - Point-to point wireless bridges
 - Network and server uptime and performance monitoring
 - Network and server security patching and lifecycle management
 - Establish and maintain relationships with vendors for network, server, and other major systems infrastructure

- Plan maintenance/outage windows around district needs appropriately
- Systems Administration and Support
 - Maintain, upgrade, and troubleshoot the district's physical and virtual servers and systems including:
 - Production, DR, and surveillance VMware servers and SAN storage
 - Onsite and cloud backup infrastructure
 - Red Hawk Media digital media production NAS
 - Deploy, upgrade, and secure Microsoft Windows infrastructure including:
 - Active Directory, DNS, DHCP, Group Policy
 - Azure AD including local to cloud sync
 - Microsoft Remote Desktop Services
 - Windows imaging (WDS and MDT)
 - Windows MSI, EXE and script deployment
 - Windows OS upgrades and 3rd-party patch management
 - Maintain, upgrade, and troubleshoot the district's telecommunications tools including:
 - Cisco Call Manager, Unity Connection, and Unified Presence Services, and Singlewire InformaCast
 - PSTN carrier interfaces (PRI, SIP, analog phone lines)
 - Digital and analog fax lines
 - PA system integrations
 - Work with Assessment Coordinator for standardized testing infrastructure needs
 - Work with Systems Engineer with Security Camera operation and maintenance
- Cybersecurity and Content Filtering
 - Implement, maintain, troubleshoot, and upgrade district firewall hardware and firmware
 - Continuously review firewall features, services, and security levels to ensure compliance with best practices, applicable laws and insurance carrier recommendations
 - Continuously review security configurations on devices to ensure compliance with district security policy and guidelines
 - Segment network traffic into appropriate VLANs
 - Manage firewall policy and access control lists
 - Work with the Systems Engineer to maintain the web content filter
 - Coordinate regular vulnerability assessments and penetration testing
 - Assist the Human Resources Department with training material development applying cybersecurity best practices
- General Tech Support
 - Provide support escalation resources to district staff and students across all district hardware and software platforms
 - Provide training and knowledge transfer to L1 tech staff and system admin to be able to better assist with supporting district hardware and software platforms
 - Supports district classroom technology including interactive whiteboards and panels, phones, laptops, desktops, and tablets
 - Thoroughly document and test all changes and additions to network services, resources, and features. Maintain continuous awareness of impact on users

whenever implementing network changes

Additional Job Functions

- Participate in determining requirements for new services, and in planning and coordinating deployment. Recommend and specify equipment, software, and resources.
- Coordinate and communicate with other members of the IT team. Share knowledge with them and help to develop their technical capacities.
- Actively participate in departmental meetings such as agenda items, suggestions, questions, and concerns to the team.
- Promote a positive image of the district at all times.
- Stay current with relevant technologies as they evolve, and continuously learn about new technologies.
- Perform other duties as assigned by the Technology Coordinator.

Knowledge, Skills and Abilities

- Attentive to detail and highly organized.
- Ability to work productively in a team and independently.
- Ability to explain complicated processes clearly.
- Willingness to learn and become fluent in a wide variety of emerging technologies.
- Ability to effectively manage time.
- Ability to work collaboratively and effectively with staff, contractors, vendors, students, parents, Board members, and the public.
- Ability to solve problems in emergencies or within tight deadlines.
- Ability to maintain confidentiality of district and student information.
- Ability to communicate effectively verbally and in writing to train staff and collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.

Working Conditions

- Indoor office environment.
- Continuous contact with staff.
- Work involves frequent disruptions of daily schedule.

Physical Requirements

- Must be able to sit or stand for prolonged periods, up to 6 hours in an eight- hour day.
- Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
- Must be able to communicate effectively on the telephone and in person to provide information and assistance.
- Must be able to move throughout the building and from building to building.
- Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
- Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machine, printers, etc.
- Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
- Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
- Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Education and Experience

- Associate's degree in computer networking or related field, or equivalent experience required.
- Bachelor's degree in computer networking or related field preferred.
- Minimum of five years' experience with LAN and WAN network administration, including Layer 2 and Layer 3 networking, Windows servers, VMWare, wireless, and firewall management preferred.
- MCSE Server Infrastructure and CCNA, or demonstrated equivalent experience preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.