

Laguna Beach Unified School District
Job Description: SYSTEMS ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, administer and coordinate the District's data and video communications network. This position emphasizes the design, implementation, and optimization of secure and efficient network systems and servers to support district-wide connectivity goals, security, and business continuity.

ESSENTIAL DUTIES:

- Oversee and maintain local and wide area networks (LAN/WAN), including servers, routers, switches, and firewalls
- Design, implement, and troubleshoot network configurations to ensure high performance and robust security
- Administer virtual infrastructure, including VMware servers and storage area networks (SAN)
- Manage and support VoIP systems, specifically Cisco Unified Communications servers.
- Implement and monitor network security protocols, disaster recovery solutions, and business continuity plans
- Regularly evaluate system performance and recommend upgrades or enhancements
- Provide advanced technical support to ensure minimal operational disruption
- Maintain accurate and comprehensive documentation in compliance with District standards
- Deploy, test, and maintain new technology hardware and software as assigned, and train staff in applications
- Knowledge of the implementation of CIS Controls and security processes
- Assist in maintaining and securing Google Workspace for Education
- Monitor network and computer system configuration and performance and make recommendations to meet customer needs and support District goals
- Maintain and monitor the District's filtering software
- Participate in the development and implementation of networking strategic plans to meet established goals

OTHER REPRESENTATIVE DUTIES:

- Maintain current knowledge of technological advances in the field
- Operate a variety of office equipment and assigned software; operate a vehicle to conduct work
- Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Practices, procedures, and techniques involved in the design, installation, configuration, operation, maintenance, troubleshooting, diagnosis, and repair of network systems and related equipment, hardware and software
- Principles, methods, and procedures for operating computers, networks, and peripheral equipment
- Computer hardware systems, software applications, and networking standards utilized by the District
- Materials, methods, and tools used in the operation, installation, and repair of computer and network systems
- Principles, practices, procedures, and equipment involved in network administration
- Applicable types of cabling systems, servers, hubs, routers, and other related equipment
- Computer operating systems and software applications
- Project management procedures and techniques
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Record-keeping techniques

Ability to:

- Serve as a technical resource to District personnel
- Provide as-needed reports to the Technology Services Department
- Isolate and resolve hardware and software problems
- Design TCP/IP sub-networks and establish router configurations for OSPF and/or RIP environments
- Utilize resources such as technical reference manuals, hardware specifications, and troubleshooting guides to identify solutions
- Meet schedules and timelines
- Plan and organize work
- Prioritize and schedule work
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with others
- Maintain consistent, punctual, and regular attendance

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in computer science, business administration, management information systems or related field required. A degree minor in computer science, business administration, management information systems and completion of a related technical school may be substituted for the education requirement. VMware Certified Professional certification (VCP), Microsoft Certifications, Cisco Certified Network Associate (CCNA), or similar certifications are highly desirable. Experience working in a progressive education setting is preferred.

Experience:

Three years of related experience performing duties of increasing responsibilities in a computing environment.

Personal Qualities:

- Independent Worker
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:**Environment:**

- Primarily indoor work environment
- Occasional dark/dusty confined spaces
- Constant interruptions
- Requires occasional work on weekends and at night in order to do emergency work and to complete regular maintenance and upgrades while the network is not in use

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift, push, pull, and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- Ability to see for the purposes of reading instructional materials, documents, and other printed matter, for observing students, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person or on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to operate office equipment with dexterity in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments

- Ability to learn the procedures, function, and limitations of assigned duties
- Ability to establish effective relationships with a wide range of people

Hazards:

- Working with equipment that may potentially cause electrical shock

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.

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NEW JOB:

Laguna Beach Unified School District Job Description: NETWORK and SYSTEMS TECHNICIAN

BASIC FUNCTION: Under the supervision of the Chief Technology Officer, perform tasks related to the operation, maintenance, and basic troubleshooting of the District's data and video communications network. This role focuses on supporting secure and efficient network and server infrastructure to meet district connectivity and security goals.

ESSENTIAL DUTIES:

- *Support local and wide area networks (LAN/WAN), including routine maintenance of servers, routers, switches, and firewalls*
- *Assist in troubleshooting network connectivity and configuration issues*
- *Monitor virtual infrastructure, such as VMware servers and storage area networks (SAN)*
- *Provide basic support for VoIP systems, particularly Cisco Unified Communications*
- *Help implement network security measures and assist with disaster recovery procedures*
- *Monitor system performance and report issues to senior staff*
- *Provide technical support to minimize disruption to operations*
- *Document network issues and resolutions clearly and accurately*
- *Assist with deployment, testing, and basic training on new technology hardware and software*
- *Support the maintenance and security of Google Workspace for Education*
- *Monitor and maintain district internet filtering software*
- *Assist in the implementation of network-related strategic plans*

OTHER REPRESENTATIVE DUTIES:

- Stay updated with current technology trends
- Operate office equipment and utilize software as assigned
- Perform other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of:

- Basic network installation, configuration, operation, troubleshooting, and maintenance practices
- Computer hardware, software, and peripheral equipment used in district networks
- Cabling systems, routers, switches, and related network equipment
- Operating systems, software applications, and basic network administration
- Customer service techniques
- Oral and written communication skills

Ability to:

- Provide technical support and assistance to district personnel
- Identify and resolve basic hardware and software issues
- Understand and apply network diagrams and basic network documentation
- Use technical reference manuals and troubleshooting guides effectively
- Plan, prioritize, and organize assigned work
- Communicate effectively and maintain positive working relationships
- Meet schedules, timelines, and attendance requirements

MINIMUM QUALIFICATIONS: Education: Associate degree in computer science, information technology, or related field preferred. Equivalent training, coursework, or certifications (e.g., CompTIA Network+, Cisco CCNA Entry-Level, Google IT Support Professional) may substitute for formal education.

Experience: Two years of experience in network support or technical assistance in a related computing environment.

Personal Qualities:

- Dependable, punctual, and professional
- Strong willingness to learn and take initiative
- Effective interpersonal and organizational skills
- Commitment to customer service and professional growth

WORKING CONDITIONS: Environment:

- Primarily indoor work environment
- Occasional work in dark/dusty confined spaces
- Occasional evening or weekend work for network maintenance or emergencies

Physical Requirements:

- Frequently stand, sit, reach, grasp, stoop, bend, kneel, squat, and twist
- Frequently lift, push, or move equipment up to 15 pounds, occasionally up to 25 pounds, and occasionally assist in lifting items up to 50 pounds
- Clear vision for reading and working on computer monitors and other equipment
- Hear and communicate clearly in person and over the telephone

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel promptly to various district locations as needed

Mental and Emotional Requirements:

- Follow written and oral instructions accurately
- Work independently and collaboratively under supervision
- Maintain focus under deadlines and handle multiple tasks effectively
- Establish positive relationships with district staff

Hazards:

- Working with electronic equipment that carries the risk of electrical shock

SPECIAL REQUIREMENTS:

- Successful completion of a skills test administered by the district
- Proficiency in spoken, written, and reading English