**ENGLEWOOD PUBLIC SCHOOLS**

**JOB DESCRIPTION**

**POSITION:  NETWORK ADMINISTRATOR**
(Non- Certified/12-months)

**SUMMARY:**

The Network Administrator is responsible for managing the ongoing maintenance and support of the district's network and data center infrastructure. This includes installing and maintaining network software, operating systems and related platforms, including patches and updates. This role also includes the ongoing maintenance and updates to physical hardware and firmware components related to network and data center infrastructure. Beyond on premise systems, this role includes the management of those systems considered to be cloud-hosted by third-party providers.

**REPORTS TO:**     Director of Technology

**QUALIFICATIONS:**

- Bachelor's Degree required.
- Extensive experience in network administration and architecture
- Knowledge of email systems
- Knowledge of network and end-point security, intrusion detection, and anit-malware platforms
- Demonstrated ability to design and maintain server data security and server backup strategies
- Ability to handle confidential information with complete discretion
- Ability to effectively problem solve, prioritize and execute tasks in a high-pressure environment
- Demonstrated commitment to providing exceptional service to all users
- Strong interpersonal skills including the ability to work well in a team environment, ability to effectively collaborate with team members, staff, and vendors to solve complex problems, and contributing to an overall positive team environment.
- Strong technical skills related to technology platforms that are in production within the district's technology infrastructure such as:
    - Dell Server Hardware
    - NETApp
    - VMWare
    - Veeam
    - Cisco Route/Switch/Firewall w/ Firepower
    - Cisco Umbrella
    - Microsoft 365 (including Teams)
    - Ruckus Wireless Access Points and Controllers
    - Apple MAC OSX and iOS Mobile Device Management
    - Microsoft Windows Server Operating Systems

**DUTIES AND RESPONSIBILITIES:**

1. Follows and maintains knowledge of all district policies and procedures.
2. Manage the district's information systems including network installations, upgrades and maintenance of all hardware and software to ensure a safe and secure computing environment.
3. Coordinate the installation, upgrade, configuration, and operations of all network software.
4. Maintain the performance, upgrade, and operation of the district's WAN and LAN infrastructures.
5. Control the security aspects of all IT systems by implementing and managing the necessary firewalls, filters, proxy servers, etc.
6. Keep up to date of latest advances in information hardware, software, and application technologies and make recommendations for incorporating same into Districts information systems environment.
7. Manage email servers (cloud based) and other components of email architecture.
8. Manage network protocols. (DNS, DHCP, WINS etc).
9. Conduct research to learn about new software and hardware that may improve network efficiency.
10. Manage all user accounts including add, remove, certify, and move new or existing end-user accounts and administer permissions and access rights.
11. Implement, perform, and maintain backups and disaster recovery plans for all network, server, hardware and software systems of the district.
12. Assist in the development of bid specifications and review bids to ensure compliance with bid specifications.
13. Work with administration to manage technology portfolio and make recommendations based on efficiencies, cost, and new technologies.
14. Keeps constituents informed of operational aspects of the network, including maintaining accurate and up-to-date records of all network documentation.
15. Continue with professional development and stay current with changing technology.
16. Assist and when possible, provides training to staff and coworkers.
17. Assists building staff and students in the appropriate and effective use of the computer systems and software.
18. Maintain accurate inventory of district network infrastructure inventory in accordance with the district inventory/asset policies.
19. Perform other duties as assigned.


**APPOINTMENT:** Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.


**TERMS OF EMPLOYMENT:** Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.


**EVALUATION:** Performance of this position will be evaluated annually in accordance with the Board's policy on evaluation of non-certificated personnel.