JOB TITLE: District Network Systems Administrator **DEPARTMENT: Technology**
REPORTS TO: Director of Technology **FLSA STATUS: Exempt**

SALARY SCHEDULE: Exempt Professional
POSITION SCHEDULE: 12 Month

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

POSITION SUMMARY

Plans, maintains, and manages client/server applications related to classroom software and the administration systems for the administration office, building offices, student services offices, transportation, maintenance, resource centers and building classrooms.

Installation, configuration, operation, maintenance, and monitoring of components in our existing and future network topology not limited to: • Server Administration (Dell, HP, EMC, etc.) • Virtual systems (VMware, HyperV, etc.) • Firewall (Sonicwall, Palo Alto, Fortinet, etc.) • Content Filtering Systems (LightSpeed) • Routers and switches (Extreme Networks, HP, Adtran, etc.) • Backup systems (Barracuda, Veeam, VMware VDP, Batch/Script-based, etc.) • SAN (Dell, EMC, Cybernetics, etc.) • Novell Environment (Netware 6.5 and Novell Open Enterprise, etc.) • Active Directory • Windows Server Environment (2012, 2008, 2003) • Voice Communication Network (NEC, Avaya, AT&T, Charter Communications, etc.) • Security Surveillance Camera Network (Axis, ExacQ, etc.) • Copier/Printer Network (Canon, Brother, HP, etc.) • Door Security Network (Aiphone, Keyscan, etc.)

ESSENTIAL DUTIES

- Primarily responsible for all network functions but willing and able to support servers and other software and hardware on the network
- Perform daily system monitoring and reporting, verifying the integrity and availability of all network hardware and software systems and key processes.
- Monitors network and system performance through system and application logs and reports, recommends and implements adjustments upon approval.
- Monitors content filter and reports suspicious activities to administration.
- Troubleshoot LAN, WAN, and Wireless connectivity.
- Documents network and system diagrams, process flow diagrams, and backup/recovery procedures.
- Provide support for production systems, backup infrastructure and performance of backup and recovery activities.
- Maintain virtual server environment - VMware.
- Provide phone support and installation
- Available to troubleshoot problems after daily operational hours (if needed).
- Other responsibilities as assigned by the Director of Technology.

MARGINAL DUTIES

- Attends staff meetings and serves on staff committees as required.
- Participates in faculty and professional meetings, IT conferences, and IT training workshops.
- Contributes to the decisions made by the District and building regarding network ϖ Performs additional tasks and assumes such other responsibilities as assigned by the Director of Technology

EVALUATION AND JOB PERFORMANCE

- Network Systems Administrator Evaluation

SUPERVISORY RESPONSIBILITIES

- Supervises Database Analyst, Technology Specialists, and MOSIS Support Specialist/Technology Secretary.

QUALIFICATION REQUIREMENTS

- Bachelor's degree (B.A.) from an accredited four-year College or University or equivalent; and 5+ years related experience and/or training; or equivalent combination of education and experience.
- Novell/Windows Network Administration preferred

PHYSICAL DEMANDS

- The employee must regularly lift and /or move up to 50 pounds. ϖ Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear.

MENTAL DEMANDS

- Ability to maintain confidentiality; communicate clearly both orally and in writing

ENVIRONMENTAL CONDITIONS

- While performing the duties of this job, the employee is frequently works near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places; extreme cold (non-weather); and risk of electrical shock
- The noise level in the work environment is usually moderate.
- This individual may be exposed to potentially hazardous bodily fluids.

Signatures:

_____ **Date:** _____

Assistant Superintendent of Human Resources

_____ **Date:** _____

Director/Manager/Administrator

_____ **Date:** _____

Employee

POSITION TITLE: District Network Systems Administrator					
Division Location: Data Center					
Date Completed: 07/17/2017					
Completed by: Cathy Ringo, Director of Technology					
Instructions: Based upon a typical workday place a checkmark in the appropriate column.	Never 0 hours	Occasionally	Often 3-6 hours	Frequently Over 6 hours	Constant
Lifting:					
0 - 20 lbs	☐	☒	☐	☐	☐
20 - 50 lbs	☐	☒	☐	☐	☐
50 - 100 lbs	☐	☒	☐	☐	☐
Over 100 lbs	☐	☒	☐	☐	☐
Carrying:					
0 - 20 lbs	☐	☒	☐	☐	☐
20 - 50 lbs	☐	☒	☐	☐	☐
50 - 100 lbs	☐	☒	☐	☐	☐
Over 100 lbs	☐	☒	☐	☐	☐
Moving\Pushing\Pulling					
0 - 20 lbs	☐	☒	☐	☐	☐
20 - 50 lbs	☐	☒	☐	☐	☐
50 - 100 lbs	☐	☒	☐	☐	☐
Over 100 lbs	☐	☒	☐	☐	☐
Reaching	☐	☒	☐	☐	☐
Standing	☐	☒	☐	☐	☐
Walking	☐	☒	☐	☐	☐
Sitting	☐	☐	☒	☐	☐
Climbing	☐	☒	☐	☐	☐
Bending/Stooping	☐	☒	☐	☐	☐
Grasping/Holding with Hands	☐	☐	☒	☐	☐
Using Feet for Repetitive Movements	☐	☐	☒	☐	☐
Extremes of Heat	☐	☒	☐	☐	☐
Extremes of Cold	☐	☒	☐	☐	☐
Driving	☐	☒	☐	☐	☐
OTHER CRITERIA: List below	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐

Indicate requirements for:			
Minimum Acceptable Vision Characteristics:	☐ Poor	☒ Good	☐ Excellent
Color Vision Required:	☒ Yes	☐ No	
Minimum Acceptable Hearing Characteristics:	☐ Total loss	☒ Good	☐ Excellent
Manual Dexterity Required:	☐ Poor	☐ Good	☒ Excellent
Talking/Speech Characteristics Required:	☐ Poor	☒ Good	☐ Excellent