Network Systems Administrator

Purpose Statement

The job of Network Systems Administrator is done for the purpose/s of supporting the educational process with specific responsibilities for designing, configuring, installing, maintaining, and repairing District computer systems: WAN/LAN subsystems, multi-platform operating systems, and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

This job reports to Assigned Administrator

Essential Functions

- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, smartphones, tablets, VOIP, security, antivirus, spyware, databases, etc.) for the purpose of ensuring availability of services to authorized users.

- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmer analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.

- Configures on-site network systems (e.g. servers, routers, network security, etc.) for the purpose of ensuring efficient operations.

- Identifies issues related to the student information systems and software applications for the purpose of resolving user problems.

- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District network systems.

- Maintains manual and electronic files and records (e.g. software license inventory, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines.

- Manages variety of departmental functions (e.g. patch management, disaster recovery, printer and copier maintenance, student applications, student information system, etc.) for the purpose of delivering services in a timely manner and achieving overall objectives of the department.

- Monitors a variety of computer systems and functions (e.g. WAN/LAN connections, network traffic, performance, etc.) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.

- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.

- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.

- Performs installation, configuring and maintaining network services and equipment (e.g. switches, routers, servers, WiFi Access Points, etc.) for the purpose of meeting district network systems requirements.

- Prepares a variety of materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

- Repairs operating systems and network equipment (e.g. servers, data communications hardware, lines, modems, network devices, switches, routers, etc.) for the purpose of maintaining equipment in a safe and functional operating condition.

- Researches a variety of topics (e.g. trends, hardware, software, etc.) for the purpose of recommending procedures and/or purchases.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.

- Serves as Information Systems Supervisor in their absence for the purpose of maintaining department services.

- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.

- Supports district and site staff on the use of student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.

- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks (e.g. servers, network connections, etc.) for the purpose of resolving operational issues and restoring services.

- Verifies data in the student information system (e.g. student record updates, assessment records, attendance, scheduling, grading, transcripts, etc.) for the purpose of ensuring accuracy of data.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; using pertinent software applications; and diagnosing equipment malfunctions.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; current and emerging technology; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; network management systems; and project management.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; working with frequent interruptions; preparing clear, concise, accurate documents and other written materials; and maintain collaborative working relationships.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing	**Certificates and Licenses**
Pre-Employment Proficiency Test	Driver's License & Evidence of Insurability Microsoft Certified Systems Engineer Cisco Certified Network Administrator
Continuing Educ. / Training	**Clearances**
	Criminal Justice Fingerprint/Background Clearance Tuberculosis Clearance

FLSA Status	**Approval Date**	**Salary Grade**
Exempt	6/8/2017	26