Position Title: **Network Administrator**
Supervisor: **Superintendent**

Purpose: The Network Administrator provides information technology support for the St. Croix Central School District. Emphasis will be in the area of network maintenance and operating/maintaining the peripheral systems.

Duties:

- Provides technical assistance in the technical design and development of networks, and all relevant formats.
- Install, configure, and upgrade network software/hardware.
- Maintain and monitor network performance.
- Provides preventative maintenance, troubleshoot, and resolve network software/hardware problems.
- Maintain and manage the district technology budget.
- Assist in providing documentation of software/hardware to include training and demonstration for staff on the use of network software/equipment.
- Provides technical input into the strategic/operational planning process.
- Provides technical assistance for IoT (Internet of Things) and systems.
- Pursues ongoing education and inservice opportunities.
- Engage in networking with area network administrators.
- Other duties, which may be assigned by supervisor.

Skills:

- Demonstrated experience in local area and wireless network management.
- Demonstrated skills relative to current software applications, packages and interfaces.
- Demonstrated ability to diagnose and repair multiple computer and network platforms.
- Ability to work effectively with diverse groups of people.

Job Description Approved: October 10, 2019