

GRAND ISLAND PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Network & Systems Administrator

Job ID #: 51773 (GR2700)

Reports To: Chief Information Officer

FLSA Status: Hourly, non-exempt

At-Will Position: This position is an “at-will” position and may be terminated, with or without cause, at any time at the sole discretion of the Superintendent or Superintendent’s designee.



Position Purpose: Maintains computing environment by identifying network requirements; installing applications and upgrades; monitoring network performance, managing disaster recovery, and systems integration.

Desired Characteristics:

- Experience working with a variety of servers and computer operating systems. LDAP experience required. Windows Server 2008 experience preferred.
- Experience with networking systems including LAN and WAN applications.
- Script writing ability (i.e. VBScript, Powershell, Perl, PHP, BASH)
- Ability to read, interpret and apply technical documentation.
- Strong analytical and problem solving skills



Job Responsibilities:

- Diagnose hardware and software problems, and replace defective components.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendors.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, goodput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Writing and maintaining scripts to extract and transform data for systems integration.
- Manage Active Directory and group policy.
- Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
- Perform data backups and disaster recovery operations.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
- Load computer tapes and disks, and install software and printer paper or forms.
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
- Design, configure, and test computer hardware, networking software and operating system software.
- Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- Confer with users about how to solve existing system and network problems.
- Train people in computer system use.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
- Protects the organization's value by keeping information confidential.

- Accomplishes organizational goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Gather data pertaining to customer needs, and use the information to identify, predict, interpret, and evaluate system and network requirements.
- Analyze equipment performance records in order to determine the need for repair or replacement.
- Maintains inventory of equipment and parts as well as documentation of vendor activities
- Research new technology, and implement it or recommend its implementation.
- Maintain an inventory of parts for emergency repairs.
- Coordinate with vendors and with company personnel in order to facilitate purchases.

Additional Job Responsibilities:

- Performs other duties as required by the supervisor.
- Serve as a role model to all students.
- Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
- Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
- Develop and maintain a positive and professional working relationship with other staff and administration.
- Adhere to all District policies, rules, regulations, and supervisory directives.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).



Position Requirements:

- Associates degree in computer systems/network administration, or the equivalent in job related experience.
- Requires 3-5 years experience as a network & systems administrator.

Essential Functions: The essential functions of the position include (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified responsibilities and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and (3) the ability to perform the following physical requirements in the identified working conditions:

	Never (0%)	Occasional (1-32%)	Frequent (33-66%)	Constant (67%+)
Standing		X		
Walking		X		
Sitting			X	
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		
Climbing		X		
Driving		X		

Typing

X

Physical Tasks

X

Lifting (25 lb max)

X

Carrying (50 ft)

X

Manual/Finger Dexterity Tasks medium level

Working Conditions

No exposure to hazards except those associated with travel between or being in schools.

Grand Island Public Schools do not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.