

## **Network Administrator**

Date Updated: March 11, 2025

FLSA Status: Exempt

Reports To: Technology Coordinator

Employee Group: Support Staff

Days Per Year: 261

Hours Per Day: 8

### **Job Summary:**

Manage and maintain the district's data network and critical network-related applications.

### **Primary Duties and Responsibilities:**

1. Install, manage, and maintain data switches on the local area network in district buildings. Ensure that the network and wiring closets are properly documented and maintained.
2. Maintain an understanding of the district's wide area network and Internet traffic routing.
3. Install, manage, and maintain equipment related to the district's wireless network.
4. Maintain all network equipment for optimal functionality and troubleshoot with Tech Department staff and end users when necessary.
5. Manage and maintain network monitoring utilities to ensure proactive management of all network equipment.
6. Maintain an understanding of critical network applications and provide installation and troubleshooting support when necessary. These applications include:
  - a. Phone systems
  - b. Video, physical security, and building automation
  - c. Paging systems
  - d. DHCP and DNS
  - e. Firewalls, IT security, and cloud systems
  - f. Copier and printing systems
7. Manage and maintain district phone systems including desk phones, carrier connections, and cellular connectivity.
8. Manage and maintain the district's access card system including account management and hardware troubleshooting. Ensure accounts are properly linked with other systems managed by the Technology Department. Conduct periodic audits of building access groups.
9. Assist the District Systems Administrator with tasks related to the management of locally hosted or cloud-based applications.
10. Working with Technology Department leadership, assist with periodic audits of security rights in applications containing critical or privileged data.
11. Assist Chief Information Officer and Technology Coordinator with troubleshooting issues related to district firewalls, content filters, and other security systems.

12. Assist the Chief Information Officer and Technology Coordinator with disaster recovery planning and preparation. Maintain clear documentation regarding critical infrastructure recovery planning.
13. Perform other duties as assigned by the Chief Information Officer and Technology Coordinator.

**Qualifications:**

- Minimum three to five years' experience in an information technology organization.
- Minimum associate's degree in information systems, networking, or other technology field, bachelor's preferred
- Technology certification(s) desirable
- Training and experience with common enterprise networking equipment such as routers, switches, firewalls
- Functional understanding of networking, network services and applications, and IT security.
- Technical skills necessary to install and maintain physical network components including fiber and copper connections.

**Physical Demands:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or equipment weighing no more than 75 lbs.
- Ability to climb, crouch, stoop, kneel, and crawl
- Ability to mostly walk, stand, or move throughout the district

**Sensory Abilities:**

- Visual acuity
- Auditory acuity

**Work Environment:**

- Typical office environment
- Regularly subject to inside and outside environmental conditions or work in unfinished spaces

**Temperament:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions

**Cognitive Ability:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment