

Somerset County Public Schools

Job Description

Job Title: Network Administrator

Department: Technology

Reports To: Director of Technology

FLSA Status: Exempt

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Approved By: Board of Education

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I. Summary

The job of Network Administrator is responsible for designing, configuring, installing and repairing network systems; overseeing all computer/server room operations and environments; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support within the school system by performing the following duties.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Director of Technology.

- Oversees the day-to-day operations of the computer networks including all Local Area Networks (LAN), Wireless Local Area Networks (WLAN), the Wide Area Network (WAN) and internet connectivity.
- Plans, designs, implements and supports data connectivity for LAN's, WLAN's, WAN and internet connectivity.
- Researches and recommends purchases for all hardware, software and materials needed for network operations.
- Maintains network documentation including hardware/software applications, IP addressing, device configurations, support logs and other related information.
- Designs, installs, configures and maintains all system network hardware and software
- Configures and monitors network usage to ensure security of data and access privileges
- Installs, supports and maintains both physical and virtual network servers and appliances
- Responsible for network security using network access controls, monitoring, firewall administration, content filtering and making sure best practices are followed according to policy
- Establishes and maintains user accounts, scripts, profiles, file sharing, access privileges and security
- Performs and monitors all scheduled network tasks, including backups, operating system updates, updating anti-virus definition files, and other related tasks
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and evaluating new technologies related to networking

- Keeps current regarding new hardware/software products for system enhancements
- Assists in coordinating special projects including network related wiring plans.
- Supervises the PC Technicians day-to-day activities.
- Maintains the IT Disaster Recovery Plan and supporting network documentation
- Manages the IT Help Desk System
- Defines network policies and procedures

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

A High School diploma or GED is required. At least five years of experience managing a Windows server environment is required. Experience managing Microsoft Exchange is required. Experience managing firewall technology is required. Experience configuring routers and switches is preferred. Any combination of education and training equivalent to a bachelor's degree in computer science or a related technical field is preferred.

B. Certificates, Licenses, Registrations

Microsoft Networking certifications are required. The following certifications are preferred: Current and relevant certifications from Cisco, HP, Comptia, Dell, Sonicwall, Lightspeed and Aruba Networks.

Must have a valid driver's license as travel in and out of the County will be required.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures and manuals, or instructional textbooks and instructional aides. Ability to write reports, detailed plans, and procedure manuals as directed. Must have excellent written and oral communication skills.

D. Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to apply concepts of basic math.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be a persistent and creative problem solver. Must be detail oriented and have the ability to prioritize work. Must be able to review and interpret highly technical information.

F. Computer Skills

To perform this job successfully, an individual should have successful working knowledge of local and wide area networks, Internet connectivity, network

security, email systems, telecommunications and data communications; standard operating systems, and network software and utilities.

G. Other Skills and Abilities

Plan, design, and maintain data networks and servers; provide technical support; administer day-to-day operation of networks; explain technical information in non-technical terms to staff; ability to learn new software and hardware operations.

H. Other Qualifications

Must be able to work with minimal supervision while meeting all deadlines. Must understand and adhere to all confidentiality protocols

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.