

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Network Administrator

DEFINITION:

Under the direction of the Director of Technology Services, the primary focus of this position is to implement and support networks and be tasked with support and build outs including VoIP, wireless, video and other communication/collaboration related technologies. This individual has the critical task of: evaluating, designing, implementing and maintaining the network infrastructure for the entire school district.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Architects and maintains networking infrastructure, supporting WAN/LAN/WLAN for district locations
- Recommends and implements strategies to improve network performance, security and productivity of services in District's main office as well as remote school sites
- Produces sound and secure network designs according to industry best practices
- Provides advanced troubleshooting, configuration and maintenance of complex networks
- Coordinates, installs, configures and manages district server hardware and software applications, both physical and virtual, oversees enterprise backup systems
- Deploys and manages network equipment including, but not limited to, switches, routers, wireless, IP telephony, IP based security and A/V equipment
- Documents network architecture, infrastructure components and Standard Operating Procedures
- Provides support for district network and services
- Collaborates with personnel to develop solutions to provide network infrastructure services to support district initiatives
- Maintains accurate and current inventory records of networking hardware and software
- Assists in the development of bid (i.e. RFP, RFQ, RFI) requirements, evaluating vendor responses to bids, and manages and supervises network based installation and implementation
- Installs, tests and maintains Ethernet and fiber optic network cabling to support networked computer systems. Establishes and maintains records of computer cable paths utilizing campus floor plans
- Trains and supports the work of other staff engaged in similar functions
- Implements/improves upon network monitoring capabilities; reports network performance statistics to management on a regular basis
- Actively plans/participates in weekly meetings

- Works on assigned projects and completes within timetables
- Has strong technical aptitude and ability to research and solve complex issues
- Performs other duties as assigned

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Expert in architecting, maintaining and optimizing a WAN/LAN/WLAN networking infrastructure
- Complete understanding of all layers of the OSI model
- Expert knowledge and understanding of all communications protocols (i.e. routing, switching, etc.) between computing systems and in telecommunications
- Extensive design experience in current industry standard technologies involving quality of service, network redundancy/failover, network security and many more
- Basic firewall practices
- Integration with telecom providers ranging in various transmission mediums
- Software and hardware networking technologies
- Interpersonal customer service skills using tact, patience, and courtesy
- Oral and written communication skills

ABILITY TO:

- Setup wireless networks with controller and non-controller based management systems
- Demonstrate strong skills utilizing documentation software and developing How-To Docs
- Read, interpret, and apply researched information on technological changes and updates
- Maintain a positive, professional, customer service-based attitude and appearance
- Maintain confidentiality of school related information

EXPERIENCE AND EDUCATION

EXPERIENCE:

- 5+ years of experience in Network Administration
- 7+ years of network design and architecture experience

REQUIRED EDUCATION:

- BA or BS in Computer Science, Computer Engineering or equivalent computer science major (relevant experience may be considered in lieu of a degree)
- Industry standard networking certifications

LICENSES AND OTHER REQUIREMENTS:

- Requires possession of a valid Driver's license
- May require a pre-employment physical examination

WORKING CONDITIONS/ENVIRONMENT:

- Ability to deal with angry/upset people in a calm and professional manner
- Work environment is a combination of office setting and occasional travel

PHYSICAL REQUIREMENTS:

- Requires willingness and ability to work effectively and move about in an office and travel to local areas
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions
- Occasionally working in a cramped or restrictive work area
- Standing, walking, bending, stooping, and/or climbing
- Lifting horizontally and vertically
- Operating a keyboard
- Maintaining visual acuity to review written documentation
- Hear and understand speech at normal room levels and on the telephone
- Demonstrate manual dexterity to operate equipment

Presented to Classification Committee: 1/17/2017 and 2/21/2017 revised 06/07/2017

First Reading:

Second Reading: 6/20/2017

Board Approved: 6/20/2017