



Level 3 Network Administrator, IT Director

Qualifications:

1. Hold a variety of training certificates in related computer and technology areas, (i.e., MCSE, A+, Networking+, HP printer certificates), or relevant experience.
2. Minimum of three years of successful experience in network design and the ability to troubleshoot, maintain, install, and administrate and/or reconfigure existing file servers.
3. Successful experience in computer hardware/software troubleshooting, installations, and repair (educational setting experience highly desirable).
4. Successful experience in the installation and support of Microsoft operating and application software.
5. Excellent problem solving, organization, human relations and communications skills.
6. Successful experience with installing and testing CAT5 and fiber optic cabling (preferred), as well as switch and router configurations.
7. Successful experience with Internet/Proxy security and firewall protection.
8. Must be able to lift 50 pounds.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports to: Assistant Superintendent for Business and Operations

Job Goal: To perform technical and administrative functions unique to the district's computer networking system. Provide network security via filtering, firewall installation and maintenance, server updates/repairs/upgrades, etc.. Troubleshoot existing and new network integrations, hardware systems, servers, and maintain relationships with third party vendors. Remain informed and available to take over the role of Database Administrator in the event of an emergency. Effectively share responsibility as IT Director with Database Administrator.

Responsibilities as Network Administrator:

1. Ability to perform all responsibilities of a level 1 and 2 Technician, as well as those of the Database Administrator.
2. Confidential employee who must assist with user account/data maintenance of the district administrative software packages that contain confidential information.
3. Recommend, coordinate, install, and implement, the Wide and Local Area Networks for the School District.
4. Supervises and verifies the proper installation of network hardware and software.
5. Manages the configuration on the file servers, operating systems, Local Area Network, Wide Area Network and remote communications/distance learning.

7. Establishes, documents, and supervises the network system configurations, security installations, and backup routines for the school district's Local Area Networks and Wide Area Networks.
8. Working knowledge of or ability to work with district telephone systems and CCTV.
9. Assures network and educational software licensing and compliance.
10. Manages network security and integrity.
11. Provides technical support to include repairs, upgrades and installations of computers.
12. Maintains knowledge of current trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities.

Responsibilities as IT Director to be shared with District Database Administrator:

1. Budgets for Networking, computer hardware, software and upgrades. Makes recommendations for the purchase of appropriate networking equipment and materials.
2. Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate, and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
3. Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried and consistent with local, district and state regulations.
4. Provides education related to best practices for network and information security including CE for phishing prevention and enrollment of district wide security practices, procedures, and similar.
5. Attends local, state and regional technology conferences.
6. Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
7. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with district operating guidelines and regulations. .
8. Maintains documentation regarding network configuration, information security, and technology policy.
9. Develops and maintains incident response plans, business continuity plans, and disaster recovery plans for the district.
10. Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.
11. Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
12. Coordinates and maintains maintenance agreements and licenses for district software.