SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

NETWORK ADMINISTRATOR

QUALIFICATIONS:

    (1)   Bachelor's Degree in Computer Science, Management Information Systems, Systems Design and Analysis, Data Processing, Business Administration, Educational Technology or a related field from an accredited institution.

    (2)   Minimum of three (3) years experience in Telecommunications / Networking.

    (3)   Novell certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Detailed working knowledge of the concepts and management of local and area-wide networks including systems management, systems security, anti-virus, peer-to-peer protocols, internet-based systems, filtering technologies, fire walls, e-mail systems, gateways, FIRN Ethernet, token ring, structured cabling design, fiber optics, telecommunication standards, routers, switches, hubs, CSU / DSU units, frame relay, ATM and other equipment / software necessary to design and maintain functional networks within the District. General knowledge of telephone systems and switching devices used in modern telephone systems. Ability to oversee the management of electronics repair activities including inventory of parts and equipment. Ability to plan for the District's smooth transition toward an integrated, networking environment utilizing a variety of technologies. Ability to integrate equipment, as needed, to build, scale or grow local and wide-area networks in accordance with District standards. Ability to establish and maintain effective working relationships with officials, school personnel, other departments and the general public. Ability to express facts and ideas clearly and concisely both orally and in writing. Ability to work independently and make competent decisions on matters affecting areas of responsibility. Ability to trouble-shoot networking problems using Novell Netware Systems and implement corrective action procedures. Capable of writing purchase / acquisition justifications, training users in complex topics, making presentations to varied audiences and interacting positively with District staff.

REPORTS TO:

Deputy Superintendent / MIS Director

JOB GOAL

To be responsible for designing, installing and maintaining telecommunication and networking systems for the District.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

NETWORK ADMINISTRATOR (Continued)

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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NETWORK ADMINISTRATOR (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

* (1)   Ensure that all networking hardware purchased meets District networking guidelines and standards.
* (2)   Procure networking equipment, including concentrators, hubs, bridges and routers.
* (3)   Install and configure networking equipment at required sites.
* (4)   Document local and wide-area networks installed in District facilities.
* (5)   Design main and intermediate telecommunication closets.
* (6)   Document all network wiring in all District facilities.
* (7)   Terminate LAN wiring at distribution location and station.
* (8)   Test and verify that all new telecommunication wiring meets current networking standards.
* (9)   Maintain the District web site.
*(10)   Install and configure network operating systems.
*(11)   Evaluate software for compatibility with network operating system.
*(12)   Install and maintain application software.
*(13)   Design and install the network protocol and directory services.
*(14)   Maintain responsibility for repair and maintenance of District audio-visual and computer equipment.
*(15)   Evaluate applicability of new technical developments.

Interagency Communication and Delivery

*(16)   Submit recommendations to the Deputy Superintendent / MIS Director for organizational improvements.
*(17)   Obtain current pricing and availability from vendors of network equipment.
*(18)   Report on the performance and development planning of the department including recommendations on financial, operational and capital plans.

Professional Growth and Improvement

*(19)   Attend schools and training sessions for appropriate hardware and software training.
*(20)   Provide training opportunities for all assigned personnel.
*(21)   Cross-train personnel within the department as appropriate.

Systemic Functions

*(22)   Prepare specifications of equipment required for network installations.
*(23)   Manage all electronic repair services for schools and District offices.
*(24)   Develop, update and revise a manual of computer-related methods and performance standards.
*(25)   Supervise office automation and intra-office communications.
*(26)   Prepare all required reports and maintain all appropriate records.
 (27)   Perform other duties as assigned.

Leadership and Strategic Orientation

*(28)   Oversee Local and Wide-Area Networks design for all District facilities for system integration.
*(29)   Assist with the selection, acquisition, installation, maintenance and replacement of telephones in schools and departments and serve as the District contact for telecommunication companies serving the District.
*(30)   Assist with the development of short- and long-range plans for the conduct, growth and improvement of department programs and services that will enhance the District's mission of enhancing the use of technology.
*(31)   Recommend new uses for computer technology and equipment or abandonment of unprofitable uses.
*(32)   Develop implementation procedures for the achievement of priority goals.
*(33)   Provide assistance to school personnel in the identification of program needs and the selection of appropriate materials and equipment.

NETWORK ADMINISTRATOR (Continued)

*(34)   Assist in the development of educational specifications for new facilities and equipment, relative to planning modifications and construction of facilities.

*(35)   Manage the design, development and maintenance of systems, programs, systems software, telecommunications structure, software and programs to meet the needs of schools and the District.

*Essential Performance Responsibilities

            Board Approved 6-27-2000