



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Network Administrator

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High School Diploma
2. Physical fitness to carry out the responsibilities of the job, including: strength to lift and carry objects weight up to 40-50 pounds and mobility
3. Skilled in the areas computer hardware, software, and peripherals
4. Skilled in installing, configuring, and troubleshooting hardware and software problems
5. Ability to understand and carry out directions independently
6. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Director of Technology

JOB GOAL

To ensure networking processes; implement, manage, and troubleshoot existing network and system environments; support a variety of hardware; ensure that the performance and availability of the server and network infrastructure is maintained to the highest standards in order that maximum productivity is achieved; support users by a variety of methods; provide technical expertise to users by verbal or written means; responsible for the implementation, installation and configuration of systems; and the administration and support of those systems

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Install, configure, and support new server hardware and software network infrastructure
2. Maintain the network system, both software and hardware
3. Provide technical support to a wide range of users
4. Ensure all equipment complies with industry standards
5. Provide IT solutions
6. Manage IP addresses
7. Implement and monitor network security
8. Communicate with users and provide assistance when needed
9. Develop documentation, including user guides
10. Manage and complete project work in a timely manner
11. Introduce new technologies in server and infrastructure areas
12. Keep internal networks running properly
13. Monitor use of web by employees
14. Assist with the development and implementation of the district technology security policy
15. Maintain the web server
16. Troubleshoot network hardware and software issues

17. Ensure adherence to standards for computer and network systems, to include wiring, equipment, system security, routing protocol, etc.
18. Maintain a broad knowledge of current and emerging computer/network systems, technologies, architectures, and products
19. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary in accordance with the technology salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions state law and Board Policy.