

Madera Unified School District Classified Job Description

Network Administrator

Purpose Statement

The job of Network Administrator was established for the purpose/s of supporting the educational process with specific responsibilities for designing, configuring, installing, maintaining, and repairing WAN/LAN subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

This job reports to Director of Information Technology and Support Services

Essential Functions

- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOIP, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmers analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Configures onsite network systems (e.g. servers, routers, network security, etc.) for the purpose of ensuring efficient operations.
- Installs servers, operating systems and main applications (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District network systems.
- Maintains SQL Queries for the Student Information System for the purpose of servicing and updating data bases.
- Maintains workstation and server functionality (e.g. installs patches and/or upgrades, supports Activity Directory, etc.) for the purpose of ensuring availability of desktop and server functionality for all user.
- Monitors a variety of computer systems and functions (e.g. WAN/LAN connections, network traffic, performance, firewall, VPN, web interfaces, etc.) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.

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- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs installation, configuring and maintaining network services and equipment (e.g. switches, routers, servers, etc.) for the purpose of meeting district network systems requirements.
- Prepares a variety of materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs operating systems and network equipment (e.g. servers, data communications hardware, lines, modems, network devices, switches, routers, etc.) for the purpose of maintaining equipment in a safe and functional operating condition.
- Researches a variety of topics (e.g. trends, hardware, software, etc.) for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Trains District personnel in the use of a variety of computer applications for the purpose of ensuring the efficient use of available technology.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks (e.g. servers, network connections, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; system

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design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; and project management.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations.

Minimum Qualifications

Experience Three years of networking or systems administration experience.

Education Bachelors Degree in computer science or related field or
Associate's degree in Computer Science or a related field, with one of the following Cisco certifications: CCNA, CCNP or CCIE or
Associate's degree in Computer Science or a related field, with one of the following Microsoft Server certifications: MCSA, MCSE, MCITP

Required Testing
Pre-employment Proficiency Test

Certificates
None Specified

Continuing Educ./Training
None Specified

Clearances
Criminal Justice
Fingerprint/Background Clearance
TB Clearance

FLSA Status
Non Exempt

Approval Date
3/18/15

Salary Range
Classified 50

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