Job Description

Job Title:	**Network Administrator - Technology Supervisor**	**Department:**	Technology
Schedule:	About 260 days per year / 12 months per year	**Reports To:**	Director of Technology
		Prepared By:	HRA Job #157/DDSD HR
Classification:	Range H	**Prepared Date:**	2023
FLSA Status:	Exempt	**Approved By:**	HR
		Approved Date:	12/12/2023

SUMMARY

Responsible for organizing, modifying, installing, managing, and supporting the David Douglas wide area network (WAN), local area network (LAN), wireless network, network segments, and MDF/IDFs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Supervises and evaluates the System Admin, Help Desk support, and Digital Media Specialist positions.
- Manages IT Department when Director is out of the office.
- Plans and evaluates new technology and presents recommendations to Director.
- Establishes network specifications and documentation by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Maintains MDF/IDFs.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation, maintaining documentation.
- Oversees the installation and maintenance of District CCTV/security camera system.
- Develops, maintains, and updates network standards documentation.
- Manages LDAP/Active/Open Directories
- Manages and supports the District System Application Services (Data Center and virtualization) – including backup and automation.
- Responsible for working directly with all departments to on board new web applications.
- Prepares users by designing and conducting training programs, providing references and support.
- Upgrades network by conferring with the local education service district (ESD) and vendors; developing, testing, evaluating, and installing enhancements.

- Meets financial requirements by submitting information for budgets, monitoring expenses.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Proactive, solution focused, and service orientated.
- Protects organization's value by keeping information confidential.
- Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES
Supervises and evaluates the System Admin, Help Desk support, and Digital Media Specialist positions. This position has supervisory responsibilities, may train and support staff in coordination with the Director of Technology.

QUALIFICATIONS
Network +, Security +, CCNA, CCNP, CCIE, CWNA, CWSP, MCITP, MCSE or other network related certifications. SQL or other database experience.
A valid Oregon driver's license and meet insurance requirements to drive district vehicles- must be able to drive to various locations.
Ability to work harmoniously with others.
Ability to communicate appropriately and effectively (Orally and in writing) with others.

EDUCATION and/or EXPERIENCE
Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:
- High School diploma or equivalent.
- At least 2 years' experience in designing, organizing, modifying, installing, and supporting wide area network (WAN), local area network (LAN), wireless network, and network segments.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS
Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
The position requires a valid driver's license and the ability to make frequent trips to all the District's schools, grounds, and facilities.

WORK ENVIRONMENT
This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS
Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed.

MENTAL DEMANDS
Positions at this level encounter new or unusual (20-40%) situations some, but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE
Positions at this level are expected to perform with a high degree of independence for both regular work and special project work. Work is only reviewed on as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available upon request. Work requires extensive decision-making.

Decisions frequently have little precedent and require interaction with others to solve problems, formulate policies and programs and/or arrive jointly at decisions, which affect one or more work units. Full scope management is typically found at this level and above.

ADDITIONAL REQUIREMENTS
Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.