



## **Job Description – Network Administrator**

**Department:** Technology

**Job Status:** Full time

**FLSA Status:** Non-Exempt

**Reports To:** Technology Director

**Amount of Travel Required:** Some travel required

**Positions Supervised:** None

Pay Grade: 3

### **POSITION SUMMARY**

Network Administrator is responsible for addressing campus day-to-day technical problems and making sure that all issues are resolved in a timely manner with minimum interruption to academic process.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to work well with children to include those with disabilities
- Ability to follow verbal and written instructions
- Ability to communicate effectively

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Coordinate with the Network Administrator all major issues
- Maintain consistent and on-going levels of communication to managers regarding advances, changes and problems with technology related equipment and software applications
- Ensure a high level of security protection for all network related hardware and software to include an appropriate user level, virus protection and spam control
- Document and report immediately all incidents with network access to Network Administrator

- Ensure that all workstations, printers and operator telephone devices and/or headsets are in proper working condition at all times
- Report to work in a timely manner according to assigned schedule
- Attend meetings, programs, and in service training as required
- Perform other related duties as assigned by the school management

## **POSITION QUALIFICATIONS:**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

**Education:** High School Graduate or General Education Degree (GED)

**Certification:** Must be A+ certified and Net+ certified

**Experience:** 2-5 years of relevant experience

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

**WORK ENVIRONMENT**

Controlled temperature office environment.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Code: 420-53-6129-00-999-299-000

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.