POSITION TITLE:
Network and Infrastructure Systems Administrator

GENERAL PURPOSE:
Responsible for the operation of the District’s computer network, Internet connection and server hardware infrastructure. Designs, implements, and administers server data back-up and disaster recovery procedures. Administers e-mail, VoIP telephone system, web filtering and security appliances. Provides technical support to end-users.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:
Researches, tests, evaluates, selects, purchases and installs network equipment, server and storage hardware to meet District requirements. Coordinates with vendors and IT consultants to resolve or debug problems; searches vendor and Internet databases to find usable solutions.

Administers and maintains the application software for the e-mail, web filter, backup system and telephone system servers. Evaluates, recommends, and installs new or upgraded server-based application software for these servers and appliances.

Monitors network performance, both wired and wireless, and assures system operates within established parameters. Recommends changes to optimize network performance to meet District goals.

Collaborates with the Systems Administrator and Desktop Administrators to assure optimum security, connectivity and function.

Creates problem-solving procedures for IT Department to follow during an absence; documents methods and configurations.

Collaborates with the Operations Assistant to assure proper configurations for the telephone system.

Advise the CIO and Maintenance Supervisor on server-room facilities and power.

Responds to Helpdesk requests by providing advanced hardware and software support or referring to appropriate IT staff. Provides technical support to end-users.

Travels to District facilities to install, configure, maintain, upgrade, troubleshoot, and repair all network equipment. Creates systems to minimize travel and provide optimal efficiency.

Collaborates and coordinates with staff in testing and evaluating emerging computer technologies and applications.

Attends work on a regular and dependable basis.

Works a flexible schedule, including nights, Saturdays, and Sundays.

Performs other tasks as assigned.

SUPERVISION:
Reports to the Chief Information Officer. Does not supervise.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:
Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills, and abilities during a prescribed trial period, and afterwards, for continued employment.
Knowledge of:

- Computer operations and best practices in a networked environment and current versions of Windows Server Software.
- Server management in a virtual environment
- Operating systems and applications, including disk imaging, telephone system and back-up software in a Windows Network environment.
- Network equipment, including routers, switches, and security appliances.
- Scripting languages appropriate for automating reoccurring tasks.

Skill in the application and use of:

- Desktop and server security, including enterprise anti-virus software and Windows Software Update Service.
- Troubleshooting methods to solve computer hardware and software problems.

Ability to:

- Organize and manage complex projects.
- Communicate effectively both orally and in writing.
- Organize and maintain records and files
- Provide technical assistance to customers with varying degrees of technical expertise and aptitude.
- Work a flexible schedule to include nights, Saturdays and Sundays.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, see, speak and listen to individuals in a respectful and professional manner in order to successfully communicate with District staff, vendors, and the public.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device; perform repetitive motion using hands, wrists and arms. Physical exertion, including maneuvering in tight places, is required to service and lift computer equipment.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in an information technology-related field and three years current progressively responsible full-time work experience with network or server administration or related IT field. Experience working with Cisco Network equipment preferred. Windows Server and Exchange Server experience preferred. Five years current, progressively responsible full-time work experience with network or server administration or related IT field may substitute for the bachelor’s degree; CCNA,
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MCSE or MCSA preferred. Or any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

Read and use English and understand numbers in print and electronic formats

Must be able to successfully pass a background check.

Valid driver’s license and normal risk insurability. Must provide own transportation.

**ILLUSTRATIVE EXAMPLES OF THE TYPES OF TOOLS/EQUIPMENT THAT MAY BE USED BY A PERSON IN THIS POSITION:**

Personal computer and associated software, servers, equipment racks and network gear; typical office equipment, computer repair tools.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk using a computer or while standing at a counter for extended periods of time. Frequent travel to a variety of locations to perform work is required. Multiple interruptions, troubleshooting, and solving problems requiring research and interpretation are illustrative of the environmental requirements of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to 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 needs of the employer and requirements of the job change.

FLSA Classification: Exempt  
Salary Range: 16

New position: 1/13/15

I agree I have been given a copy of my current job description. I am aware it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

____________________________  ______________________________  ________
Signature  Print Name  Date