



# MASCONOMET REGIONAL SCHOOL DISTRICT

## WORK PERFORMANCE STANDARDS

**Title:** Network Administrator  
**Date of Standards:** January 1, 2020  
**Position Category:** Salary  
**Reports to:** Director of Information Technology  
**Work Year:** Full - time  
**Annual Salary:** \$70,000 – 90,000

### Summary Description

The network administrator works with the IT Director in implementing and maintaining a network infrastructure capable of meeting the increasing technological demands of the district. The network administrator will also assist the IT Director in the management of day to day work needs as they pertain to the technology department, including a limited supervisory role of technology staff. The Network Administrator will be responsible for designing, configuring, installing, maintaining, and repairing network systems, software 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 overseeing and providing technical support to district and school staff. The position relies on a great customer service attitude, team collaboration, enthusiasm and flexibility as well as the needed skills and aptitude.

### Qualifications

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Bachelor's Degree and minimum three year's prior experience working in networking related technology position is preferred. Other forms of relevant education and years of experiences may be considered.
- Interpersonal & Communication Skills: Works well with others from diverse backgrounds. Focuses on solving problems, maintaining confidentiality, collaborating with others without interrupting, and contributing to building a positive team spirit. Ability to appropriately communicate with students, teachers, administrators and others including vendors. Ability to communicate fluently verbally and in writing (emails, reports, procedure manuals) in English.
- Mathematical & Reasoning Skills: Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference and volume. Ability to define problems, collect data, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

- **Computer Skills:** Must have demonstrated computer competency in wide spectrum of functions including all aspects of Windows networking, file servers, print servers, email, Active Directory, DNS, DHCP, Wi-Fi technologies, security appliances, backups, network switches, etc. Ability to support and maintain SQL, Exchange, MS Office, Powerschool and Blackboard. Demonstrated ability to learn and apply computer technology skills rapidly.
- **Other Skills:** Strong organizational skills and detail oriented, exceptional troubleshooting ability, self-starter able to work independently, and excellent customer service skills.
- **Physical Demands:** This position is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Duties & Responsibilities**

Qualified individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Administers systems and servers related to district LAN, WAN, and Wi-Fi, VoIP telephone, and A/V systems (e.g. email systems, accounts, printing, computer labs, classroom computers, security, antivirus, etc.) for the purpose of ensuring availability of services to users.
2. Designs and maintains computer networks, network topology and network engineering (e.g. HPE Aruba switching, AeroHive Wi-Fi, Internet, etc.) to ensure effective and efficient network operations.
3. Installs and tests server software on a variety of physical and virtual platforms (e.g. service packs, application software, operating software, etc.) to support and maintain an optimal learning environment for teachers, students and office staff.
4. Maintains network operations and software applications e.g. servers (file, print, application, virtual, database, etc.), operating systems, district wide server backup, routine maintenance programs, etc. for the purpose of ensuring efficient operations.
5. Manages assigned projects and program components (upgrades, rollouts, migrations to new systems; product research, etc.) for the purpose of delivering services in compliance with established objectives. Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
6. Prepares written materials (e.g. procedures, system level documentation, reports, memos, site surveys, operational documentation, etc.) for the purpose of conveying information.
7. Researches trends, products, equipment, tests, 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 and support.
8. Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones, security systems and A/V systems (e.g. servers, hubs, router/switch, network protocols, etc.) for the purpose of resolving operational issues and restoring services.
9. Maintains network security to protect against viruses, hackers and other damages. Protect confidentiality and integrity of electronic records.
10. Supervises technical staff in the absence of, and in conjunction with, the IT Director.
11. Other duties as assigned.

It is understood that from time to time work may extend beyond a forty hour work week to troubleshoot disruptive problems or complete time sensitive projects.