O'Fallon Community Consolidated School District 90
Job Description

Job Title:	Network Administrator	**Position Level:**	District Wide
Location/Dept:	Technology Department	**FLSA Status:**	Exempt
Reports To:	Technology Coordinator	**Date Prepared:**	July 2014

Description:

Under general supervision, this position is responsible for designing, implementing, maintaining, and troubleshooting the District network in a campus enterprise topology. Serves as the district resource for all connectivity and computer operations required for all schools to use the computer technology in a networked environment. These responsibilities include switches, routers, firewall, wireless controllers and access points, content filter, and physical and virtual servers.

Performance Responsibilities:

➢ Designs, implements, and maintains the network infrastructure across the district, which includes wired network switches and wireless controllers.
➢ Installs, configures and performs upgrades on physical and virtual servers across the district.
➢ Installs, configures and maintains network printers across the district.
➢ Installs, configures and performs updates to enterprise level software.
➢ Performs updates to the Student Information and District Financial software programs and assists vendors with resolving issues related to these programs.
➢ Ensures critical data is backed up to both onsite and offsite locations.
➢ Installs and maintains an email archival system to comply with FOIA requests.
➢ Maintains an accurate inventory of the technology within the District.
➢ Manages student and staff active directory and email account creation and resolves technical issues related to user accounts.
➢ Assists the Technology Coordinator with maintaining software and hardware license compliance.
➢ Ensures the security of the network by implementing and maintaining a firewall, content filter and anti-virus solution.
➢ Provides summer maintenance for all systems.
➢ Perform other duties as assigned by the Technology Coordinator.

Skills:

➢ Knowledge and demonstrated technical skill covering, but not limited to Windows 2008 Server, Windows 7, Active Directory, Group Policy, Microsoft Deployment Services, VMWare, iOS, Mobile Device Management software, and PC and server applications.
➢ Knowledge and demonstrated technical skill covering, but not limited to switches, routers, firewall, wireless controllers and access points, content filter, and physical and virtual servers.
➢ Knowledge and demonstrated technical skill in pulling, terminating and testing of data cables.
➢ Disciplined policy enforcement combined with tact and professionalism in handling issues.
➢ Ability to handle multiple concurrent issues while maintaining focus in an environment with frequent interruptions.
➢ Responsiveness, follow-through and attention to detail.
➢ Ability and desire to work independently and as part of a team.
➢ Willingness to learn new technologies and expand knowledge domain.

Skills (continued):

- ➢ Excellent interpersonal skills, both oral and written, with the ability to interact effectively with all levels of the organization.
- ➢ Effective organizational skills.

Minimum Requirements:

- ➢ Bachelor's Degree or equivalent, relevant work experience of no less than 5 years.
- ➢ Experience working in a K-12 environment (preferred).
- ➢ Physically able to climb ladders and lift/transport heavy objects.
- ➢ Must have a valid drivers' license to travel between buildings.