

MONONA GROVE SCHOOL DISTRICT

Position Description

Position Title:	Network Administrator
Department/Location:	District Wide
Reports To:	Technology Coordinator
Employees Supervised:	None

POSITION SUMMARY:

Under the direction of the Technology Coordinator, the Network Administrator has primary responsibility for the smooth operation of the district's network systems and applications including the design, configuration, installation, maintenance, and repair of all network systems, subsystems, servers, controllers, firewalls, and other IP devices. The Network Administrator also oversees the data center and disaster recovery site operation and environment. S/he provides information and makes recommendations regarding network installations, configurations, and improvements, as well as resolves network operational issues.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Administer the district's IT infrastructure, services, and endpoints.
2. Oversee network security. Prevent unauthorized access to the network. Build and maintain access logs. Protect against malware
3. Monitor network systems to ensure optimal operation and to detect network problems and failures in real time.
4. Design, create, maintain, and troubleshoot WANs, LANs, VLANs, and subnets.
5. Install, configure, and troubleshoot network devices including servers, virtual hosts and VMs, wireless and VoIP controllers, switches, routers, and firewalls.
6. Design and test backup and recovery processes for all data stored on the network. Restore lost data.
7. Thoroughly document and test all changes and additions to network services, resources, and features. Maintain continuous awareness of impact on users whenever implementing network changes.
8. Perform network preventive maintenance activities on all network servers, switches, routers, and firewalls.

Additional Job Functions

1. Participate in determining requirements for new services, and in planning and coordinating deployment. Recommend and specify equipment, software, and resources.
2. Coordinate and communicate with other members of the IT team. Share knowledge with them and help to develop their technical capacities.
3. Actively participate in departmental meetings such as agenda items, suggestions, questions, and concerns to the team.
4. Promote a positive image of the district at all times.
5. Stay current with relevant technologies as they evolve, and continuously learn about new technologies.
6. Perform other duties as assigned by the Technology Coordinator and/or Director of Business Services.

QUALIFICATIONS:

Experience, Training, and Certification

1. Associate's degree in computer networking or related field, or equivalent experience required.
2. Bachelor's degree in computer networking or related field preferred.
3. Minimum of five years' experience with LAN and WAN network administration, including Layer 2 and Layer 3 networking, Windows servers, VMWare, wireless, and firewall management preferred.
4. MCSE Server Infrastructure and CCNA, or demonstrated equivalent experience preferred.

Knowledge, Skills, and Abilities

1. Attentive to detail and highly organized.
2. Ability to work productively in a team and independently.
3. Ability to explain complicated processes clearly.
4. Willingness to learn and become fluent in a wide variety of emerging technologies.
5. Ability to effectively manage time.
6. Ability to work collaboratively and effectively with staff, contractors, vendors, students, parents, Board members, and the public.
7. Ability to solve problems in emergencies or within tight deadlines.
8. Ability to maintain confidentiality of district and student information.
9. Ability to communicate effectively to train staff and collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.

WORKING CONDITIONS:

Work Environment

1. Indoor office environment.
2. Continuous contact with staff.

3. Work involves frequent disruptions of daily schedule.

Physical Tasks

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight- hour day.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as fax machine, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Disclaimer: This position description is subject to change at any time.

Last Updated: March 22, 2016