

# Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

**JOB TITLE:** Network Administrator 1      **WAGE/HOUR STATUS:** Exempt  
**REPORTS TO:** Director of Technology      **PAY GRADE:** 25,000 starting  
**DEPT./SCHOOL:** Technology Department      **DATE:** April 10, 2006

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**DAYS IN CONTRACT:** 226

## **PRIMARY PURPOSE:**

Administer the District's computer network, Internet, and databases.

## **QUALIFICATIONS:**

### **Education/Certifications:**

High School Diploma or GED

Novell Administrator Certification or willingness to acquire within one (1) year  
(Test score within 10 points of passing and experience in field acceptable.)

### **Special Knowledge/Skills:**

Knowledge of installation, administration, and design of network-related equipment and peripherals including but not limited to servers, switches, routers, network printers, network cards, and cabling

Knowledge of Windows 95/98/2000/XP operating systems and network database applications, including but not limited to A+LS, Compass, Accelerated Reader, RSCCC, Winschool, GroupWise, and Novell's user database

Effective interpersonal, organizational, and communication skills

### **Experience:**

Experience with administering the above named applications

Experience with administering servers and other network equipment

Experience with designing and administering computer networks

Experience with designing and administering Internet connections

Experience with designing and administering database connections

Phone: (999) 888-7777      Fax: (999) 888-7777  
Address Street, City, TX 12345

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## MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in the design, administration and configuration of network database applications
2. Assist in the design, administration and configuration of Novell's user access database
3. Assist in the design, administration and configuration of Internet access
4. Assist in the design, administration and configuration of servers, switches, network printers and more
5. Assist in the design, administration and configuration of campus networks
6. Rotates on-call responsibilities with other network technicians
7. Keep current with technology and network advancements
8. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use
9. Keep proper records documenting daily work and inventory changes
10. Organize office and work areas
11. Any additional duties as assigned

## WORKING CONDITIONS:

### **Mental Demands:**

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

### **Physical Demands/Environmental Factors:**

Frequent district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours; standing; bending; and lifting heavy objects often required.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by (supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by (employee): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Human Resources): \_\_\_\_\_ Date: \_\_\_\_\_

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