

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

JOB TITLE: Network Administrator 2 **WAGE/HOUR STATUS:** Exempt
REPORTS TO: Director of Technology **PAY GRADE:** 25,000 starting
DEPT./SCHOOL: Technology Department **DATE:** April 10, 2006

DAYS IN CONTRACT: 226

PRIMARY PURPOSE:

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

QUALIFICATIONS:

Education/Certifications:

High School Diploma or GED

Microsoft Administrator Certification or willingness to acquire within one 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, Internet, and database applications, including but not limited to Trend Micro's antivirus, Veritas backup/archiving, Fasttrack, V-Boss, DreamWeaver and IIS

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

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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 the district's Internet and Intranet databases and web sites
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.

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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