JOB DESCRIPTION

JOB TITLE: Network System Administrator

Report Identification Code: edsnsa

Job Purpose Statement: The job of "Network System Administrator" is done for the purpose of installing, maintaining and monitoring the network system; instructing others in the operation of network system applications; making equipment repairs and providing technical support; and diagnosing malfunctions and recommending equipment acquisitions.

Essential Job Functions:

*   **Attends** training and/or classes for the purpose of maintaining and improving skills and/or gathering and disseminating information.
*   **Maintains** data network system for the purpose of ensuring effective and efficient exchange of electronic educational information.
*   **Monitors** network system use for the purpose of ensuring compliance with contracts, rules and regulations, and state and federal codes.
*   **Supports** network system users for the purpose of maximizing the efficient use of the network as an educational tool.
*   **Supports** PC users for the purpose of maximizing the use of PC resources.
*   **Installs** network system server software for the purpose of ensuring functionality and security.
*   **Maintains** records for the purpose of supporting network and use decisions.
*   **Enhances** network system capabilities for the purpose of increasing classroom and administrative applications.
*   **Directs/coordinates** staff and projects as assigned for the purpose of maximizing the efficiency of staff and meeting work requirements.
*   **Procures** computer hardware, software applications, equipment and supplies for the purpose of maintaining equipment in operating condition and in conformance with site needs.

Other Job Functions:

*   **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

*   **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility

*   **Skills, Knowledge and/or Abilities Required:**

    Skills to: install and operate network hardware and software applications; administer appropriate assessment instruments and techniques involving the network system; work in Windows, DOS and Mac platforms; plan and manage multiple, complex projects; instruct employees in the proper use of all network systems; use English in both written and verbal form to communication effectively with staff, students and the public; provide direction to others; perform calculus, algebra and/or statistics; apply principles of logical and scientific thinking to define problems, collect data, establish facts and/or draw conclusions and/or

interpret an extensive variety of technical instructions; and operate standard office equipment.

Knowledge of: methods, procedures, materials and techniques used to install and maintain network systems; and pertinent codes, policies, regulations and laws relating to use of network systems.

Abilities to: perform multiple highly complex, specialized technical tasks; adhere to safe work practices; adjust to flexible assignments; read/interpret/apply highly technical materials; be attentive to detail; prepare and maintain accurate records; work independently with minimal supervision; interact with persons of different age groups and cultural/educational backgrounds; meet deadlines and schedules; provide direction to others; work under time constraints; and work cooperatively with others.

Significant physical abilities include sitting for prolonged periods; reaching/handling/ fingering, talking/hearing conversation and other sounds, near visual acuity/visual accommodation/depth perception.

* **Training Required:** Windows, DOS and Mac platforms; installation of network system hardware and software applications

* **Education Required:** High school diploma or equivalent plus specialized computer training

* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability