**Sr Network Administrator**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:**  Director of Information Technology **Classification:** Auxiliary

**Dept/Campus:** Information Technology **Paygrade:** IT-4

**Wage/Hr Status:** Exempt **Revised:** August 2013

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Plan, coordinate, and monitor all changes to district’s computer network to ensure stable operations; including any modifications, additions, or deletions to the network infrastructure in the form of software or hardware. Responsible for monitoring and analysis of network software and hardware to discover and resolve problems in a proactive fashion, and to allow for adequate capacity planning and management.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s Degree in CIS / MIS or related Work Experience

Industry standard network certifications – CCNA preferred

**Special Knowledge/Skills:**

Thorough understanding of network protocols, routers, switches, firewalls

Understanding of latest server-based technologies and developing trends

Understanding of project management

Ability to effectively communicate (written and verbal) with employees, colleagues, and end users

**Experience:**

Five years of work experience installing, maintaining, and repairing computer network systems.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Plan, coordinate, and communicate changes to the network infrastructure.
2. Recommend, schedule, and perform network improvements, upgrades, and repairs based on data collected from network monitoring and examination.
3. Perform network design and capacity planning.
4. Monitor and test network performance and provide network performance statistics and reports.
5. Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services.
6. Manage and monitor servers, including e-mail, print, file, and backup servers and their associated operating systems and software.
7. Monitor security solutions, including firewall, anti-virus, and intrusion detection systems.
8. Monitor telephony equipment.
9. Monitor all network hardware and equipment where applicable.
10. Monitor system capacity to determine its affect on performance and recommend enhancements to meet new or changing network demands.
11. Oversee installation, configuration, maintenance, and troubleshooting of network hardware, software, and peripheral devices.
12. Manage and/or provide guidance to junior members of the team.
13. Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
14. Develop, implement and maintain policies, procedures and plans for network resource administration, appropriate use, and disaster recovery.

**SUPERVISORY RESPONSIBILITIES:**

Assist in the supervision of network technicians

**EQUIPMENT USED:**

Computer, audiovisual equipment, calculator, printer, copier, telephone system, security devices

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands**

Reading; ability to perform basic arithmetic, ability to communicate effectively (verbal and written),

maintain emotional control under stress, manage others in a non-coercive manner, maintain a clear

focus on customer service

**Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; occasionally lifts, carries or otherwise positions/repositions heavy objects, equipment and supplies; ability to position self and perform work in various areas of the facility including elevated surfaces; prolonged use of computer; frequent interruptions.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity; slippery or uneven surfaces

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

Employee Date

Supervisor Date