

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

NETWORK ADMINISTRATOR

SALARY SCHEDULE: SSP-11

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) High School Diploma required, Associate's Degree [or Technical Institute degree/certificate] or higher in Computer Science, Computer Networking, or related field and/or active CompTIA Network Certification.
- [(2)] (2) Minimum of two (2) years successful experience on LAN/WAN/WLAN wiring and network software / operating systems]
- [(3)] (2) Experience in TCP/IP Protocol Suite and Subnetting.
- [(4)] (3) Experience in EIA/TIA Standards dealing with Commercial Building Wiring Systems.
- [(5)] (4) Demonstrated ability and experience working from blueprints and material lists.
- [(6)] (5) Experience in termination of fiber optic and copper communication cable.
- [(7)] (6) Demonstrated ability and experience in wiring infrastructure and TCP/IP protocol
- (7) Cisco Certified Network Administrator (CCNA) is preferred, but must obtain within two years of employment in position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operation of computers and peripheral equipment related to assignments. Ability to troubleshoot problems. Ability to organize and execute logical work sequences. Ability to update skills as needed. Ability to communicate effectively both orally and in writing. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public. Ability to organize and prioritize activities. Ability to work alone and with others. Possess good interpersonal and communication skills. Ability to manage time effectively.

REPORTS TO:

Manager of Telecommunications and Network Services

JOB GOAL

To assist in the creation of new LANs/WANs while continuing to maintain and support existing networks throughout the District.

SUPERVISES

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assist Senior Network Engineer in establishing specifications and standards for LAN/WAN/WLAN's
- *(2) Install and maintain LAN/WAN/WLAN's in accordance with established standards.
- *(3) Coordinate and install the cabling extension and growth of LAN/WAN/WLAN's.
- *(4) Assist in defining and implementing solutions for LAN/WAN/WLAN needs and designs.
- *(5) Assist with the security, communications and support systems as required.
- *(6) Evaluate system performance and make recommendations for improvement.

COMPUTER NETWORK SPECIALIST (continued)

- * (7) Provide training for network services and maintenance of the LAN/WAN/WLAN's
- * (8) Provide for LAN/WAN/WLAN management software installation and maintenance.
- * (9) Provide for cabling and hub installation and maintenance of all LAN/WAN/WLAN's extension and growth.
- * (10) Provide training for technical support personnel in the maintenance and troubleshooting of the system.
- * (11) Establish and maintain reference materials for use by support technicians.
- * (12) Establish and maintain a channel of communication using District E-mail regarding LAN/WAN/WLAN's maintenance and operation.
- * (13) Prepare all required reports and maintain all appropriate records.
- * (14) Maintain confidentiality regarding all school matters.
- * (15) Exhibit support for the District's vision, mission, goals and priorities.
- * (16) Demonstrate initiative in the performance of assigned responsibilities.
- * (17) Provide for a safe and secure workplace.
- * (18) Model and maintain high ethical standards.
- * (19) Follow attendance, punctuality and proper dress rules.
- * (20) Maintain positive relationships with staff and vendors.
- * (21) Participate in workshops and training sessions as required.
- * (22) Communicate effectively with staff and vendors.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Follow all School Board policies, rules and regulations.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities