FLEMINGTON-RARITAN REGIONAL SCHOOLS

<u>JOB DESCRIPTION</u>

TITLE: **NETWORK ADMINISTRATOR**

QUALIFICATIONS:
<u>Minimum</u>

1. Graduation in computer science/information technology from a nationally accredited 2 or 4-year college or technical school, or equivalent education/work experience/certifications from accredited technical programs.
2. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
3. Three years demonstrated successful experience with networks.
4. Novell Administrator Experience
5. Microsoft Certified Professional - MCSE

<u>Desirable</u>

1. Experience in a school environment.
2. Familiarity with Apple technology
3. Advanced Microsoft, Novell, and/or Apple certifications
4. A+ Certification - Institute for Certification of Computing Professionals or similar

REPORTS TO: Supervisor of Technology

JOB GOAL: Support the District Technology Plan by proactively maintaining and upgrading the district's computer technology systems

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Operate and maintain the network.
2. Identify and resolve network related issues.
3. Perform timely data and systems backup for disaster recovery.
4. Ensure that both data security and user access are optimal.
5. Integrate virus protection into the network system.
6. Maintain all server side Client/Server programs used throughout the district, both business, and educational.
7. Provide remote access to some of the District's technologies while maintaining secure access.
8. Be responsible for the overall architecture/design, implementation, and installation of the District's network infrastructure for both local and wide area networking technologies

9. Serve as project manager in conjunction with the Manager of Information Technology during implementation of new technologies.
10. Investigate and test viable network software solutions to meet the District's technology goals, and needs.
11. Develop standards and conventions to meet the District's technology goals.
12. Oversee deployment of Blackberry Enterprise Server.
13. Oversee and upgrade district website architecture/design.
14. Maintain a high level of knowledge of the following and stay abreast of emerging technologies:
    - Current Windows, Apple, and Novell based network operating systems.
    - Network protocols and physical layers, especially TCP/IP, and IPX/SPX
    - Network topology and design.
    - Layer 2 & 3 routing for routers and switches.
    - Electronic mail systems; Microsoft Exchange/Outlook/Entourage.
    - Data systems; SQL Server
    - Web based technologies.
    - SMS
    - Spam filters, proxy servers, and firewall.
15. Train assistant network administrator
16. Interact with users in a timely and considerate manner.
17. Perform any other such duties as the Information Technology Manager may deem necessary in order to effectively coordinate the program.

SECONDARY PERFORMANCE RESPONSIBILITIES

1. Provide support for the maintenance and upgrading of district technology equipment.
2. Assist in the configuration of network print server, network printers, and necessary drivers.
3. Install and configure Ethernet network hardware.
4. Configure the servers and workstations to support TCP/IP.
5. Set-up TCP/IP network and use TCP/IP protocols.
6. Assist with deployment/maintenance/troubleshooting of wireless access points.

TERMS OF EMPLOYMENT: Salary for a twelve-month work year to be determined by the Board and to commensurate with experience.

EVALUATION: Performance of this job will be evaluated annually by the Supervisor of Technology in accordance with the Board's policy on evaluation.

APPROVED BY: **Board of Education**   **DATE:**   **June 12, 2000**

REVISED: <u>June 11, 2007</u>