

**TITLE:** Network Administrator

**QUALIFICATIONS:**

1. Associates Degree in Computer Science or related field from an accredited institution or graduation from a certified or technical program. Three years of experience in a Client/Server environment.  
Or  
Six years of network server or application support experience in a Client/Server environment.  
Or  
Such alternatives to the above qualification as the Board finds appropriate.
2. Knowledge of operational and procedural aspects of computer systems, hardware, software and peripheral equipment.
3. Knowledge of network account administration, including network user accounts, groups and development and maintenance of access control lists.
4. Knowledge of network server installation, configuration, maintenance and troubleshooting.
5. Knowledge of a wide range of network systems, protocols and applications.
6. Knowledge of principals and techniques of malware (virus, worm, Trojan horse, exploit) defense (prevention) and removal, including administration of desktop, server and application level anti-virus technologies.
7. Knowledge of administration of modern network server software, including network operating systems, web server software, server-based database management software and Windows Terminal Services.
8. Ability to resolve customer complaints and concerns.
9. Ability to communicate technical information to technical and non-technical personnel.
10. Knowledge of current technological developments/trends in area of expertise.
11. Knowledge of pertinent Federal, State and local laws, codes and regulations.

**REPORTS TO:** Server Operations Supervisor

**SUPERVISES:** N/A

**JOB GOALS:**

To assist the Server Operations Supervisor and Senior Network Administrator in providing efficient and reliable network infrastructure to the staff and students of the Lee County School District.

**ESSENTIAL FUNCTIONS:**

1. Installs and configures network server hardware, operating systems, and services, including, but not limited to Internet-related services, name resolution services, directory services and other administrative network services.
2. Troubleshoots network operating systems, services and server hardware to identify and correct malfunctions and other operational problems.
3. Assists in the deployment of server-based network applications.
4. Provides on-site and phone-based technical support services to departments and schools.
5. Performs network account management and security tasks.
6. Communicates directly to vendors to collaboratively resolve technical support issues for systems that cannot be completely supported by District staff.
7. Collaborates with other IT Support functional units, vendors and customers to assist in the deployment of new technology-based solutions, troubleshoot complex network-related issues and to complete large scale projects.
8. Performs basic scripting functions to automate network processes and software installation/configuration.
9. Maintains a broad knowledge of state-of-the-art technology, equipment and/or systems.
10. Performs other incidental tasks consistent with the goals and objectives of this position.

**OTHER RESPONSIBILITIES:**

Performs related work as required. This may include assisting other functional groups with computer-related support issues. (Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position.).

**PHYSICAL REQUIREMENTS:**

Frequent repetitive motion for operation of a keyboard and a mouse. Frequent sitting, standing or walking for long periods. Frequent reading/writing close-up work. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Twelve-month year. Salary established by the Board.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of supervisory/technical personnel.

Adopted: 10-06-04