

SECTION I: GENERAL INFORMATION

Classification Title: System Administrator-Network	Department: Technology	Unit: Office of School Technology
Immediate Supervisor: Technology Coordinator	Grade Placement:	FLSA Status: Exempt
<p>Job Summary:</p> <p>Under the direction of the Technology Coordinator, the Systems Administrator-Network is responsible for overseeing, designing, implementing and maintaining the district's data network infrastructure. Duties include the design, programming and installation of network devices (e.g. switches, servers, cables, firewalls, etc.), programming to ensure devices can communicate securely and seamlessly; and for maintaining and troubleshooting network security and services.</p> <p>Essential duties outlined below are intended as "representative" examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Responds to technical assistance and provides 1st, 2nd, and 3rd level support on a wide variety of hardware. Programs switches and routers to allow for secure and safe transmission of data within the network. Updates switches and facilitates all device types (e.g. laptops, desktops, servers, iPads, phones, etc.) to communicate within the network. 2. Programs, maintains and troubleshoots wireless network. Programs, installs, maps and designs APs and wireless network to meet the needs of the District. 3. Maintains network security. Duties include but are not limited to: <ul style="list-style-type: none"> • Utilizes network tools such as utilization reports, dimension traffic analysis, and other programs/tools to monitor the network efficiency and security. • Establishes firewall protocols for both wired and wireless networks. 4. Provides support for camera coverage and camera clarity/quality. Archives camera footage. Develops methods to best utilize the system for crisis situation/management. Provides maintenance to system cameras and maintains system software package. 5. Provides printer support services and ensures district guidelines for printing are being followed as directed by Administration policy. 6. Monitors and assures backup systems are maintained and batteries replaced. 7. Maintains, maps and documents physical and logical design on how IP addressing is utilized and physical maps detailing location of devices within buildings (e.g. servers, AP's, cameras, switches, etc.). 8. Administers the storage area network (SAN). Administers storage concerns and requirements place upon SAN by the virtual server environment. Provides space for applications that run in virtual space. 9. Administers the district servers and server farm. Maintains physical local building servers and the virtual server environment.
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10. Provides hardware technical support of network devices (e.g. servers, controllers, firewall, SAN) and various system software, district wide applications and state tests.
11. Performs other duties of a comparable level or type, as required.
- Keeps informed of current and future technology changes.
 - Attends TIES/other training sessions, attends conferences and workshops.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
less than high school diploma		Type of degree: (B.S., M.A., etc.) Bachelor's Degree	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college		Computer Science, Information Technology, Computer Networking or closely related area.	
	2 years college		
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level		<ul style="list-style-type: none"> • Knowledge of network operating systems and network management tools, servers and equipment (Microsoft Exchange Server, Active Directory, IIS Server, routers, servers, switches, firewalls, workstations, and various computer operating systems). • Knowledge of computer operating systems, office productivity software (e.g. Office), security and registry settings. • Knowledge concerning the design, installation and development of data networks. • Knowledge of network system security, disaster recovery and backup/storage systems and procedures. • Fundamentals of user training program development. • Principles of network administration in a multi-server, multi-location environment. • Methods and practices of designing, installing, repairing, troubleshooting and upgrading network systems. • Principles and practices involved in installing of networking applications software. 	
Required Work Experience in Addition to Formal Education/Training:			
Requires a minimum of 1-3 years in network administration.			
LICENSE/ CERTIFICATION		Identify licenses/certification required:	
		Requires a valid MN Driver's License. Certified Cisco and/or Microsoft Network Administration.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Installing, configuring, and troubleshooting networking applications software and operations. • Providing customer support and technical assistance. • Collaborating and working with others in a team environment. • Testing, evaluating and analyzing network problems and solutions. • Coordinating and implementing network installation or upgrade projects. • Researches, evaluates and consults with administrators concerning network upgrades, equipment and software needs/purchases. • Troubleshooting computer and networking components. • Preparing numerical and narrative reports. • Prioritizing and organizing a variety of responsibilities and projects. • Resolving hardware and software problems in a multi-location, multi-server and multiple platform environments. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, vendors, and the public. • Maintaining a safe working environment. • Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel			X		Up to 100 lbs		X		
Reach with hands and arms		X			Over 100 lbs.		X		
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Medium Work:
 Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties: Work responsibilities are performed in a typical school setting. The potential for electrical shock can exist when working with electrical and electronic components but the risk of environmental and physical hazards and risks can be characterized as minimal given the training, application of safety precautions and procedures.</p>
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SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 6/2016 BCC</p>	

