

THE PUBLIC SCHOOLS  
CITY OF BURLINGTON  
NEW JERSEY  
08016

**NOTICE OF VACANCY**

- JOB TITLE:** Network Administrator – 12 Months  
Office of Information Technology
- RESPONSIBLE TO:** Technology Coordinator, Superintendent of Schools
- QUALIFICATIONS:**
1. Bachelor's degree and 5+ years in IT systems administration duties.
  2. Previous experience in providing technology support in operations and management of network systems over multiple locations.
  3. Certifications such as Cisco, Microsoft Server, A+, Network+, Security+ recommended.
  4. Experience in designing, building, managing, and migrating networks, servers, and software applications.
  5. Experience in troubleshooting and resolving network issues including root cause analysis.
  6. Experience with Virtual Desktop Infrastructure.
  7. Automation experience with PowerShell scripting and creating batch files.
  8. Experience in monitoring networks and servers using Solarwinds.
  9. Experience in evaluating and configuring Barracuda firewall and web filter policies.
  10. Experience working with Barracuda email filtering and archiving, and Barracuda backup products and services.
  11. Active Directory 2016 (Server 2019) experience required with familiarity in configuring and managing various server roles and previous experience with AD user and computer administration and group policy.
  12. Experience with the Google Admin Console in an Enterprise/School environment.
  13. Experience with VOIP phone systems and IP security cameras utilizing VLANs on Cisco switches.
  14. Comprehensive knowledge and experience with current Windows desktop and server operating systems.
  15. Reside in New Jersey as per the NJ First Act.
- JOB GOALS  
AND/OR  
PRIMARY FUNCTIONS:**
- Ongoing monitoring, management, and implementation of the District network hardware, servers and related services. Additionally, the Network Administrator is responsible for assisting the Technology Coordinator with the management of projects undertaken by the Technology Department and to also assist the IT Department staff with daily helpdesk requests.
1. Knowledge, skill and abilities:
    - a. Complete projects in a timely fashion.
    - b. Ability to find answers to complex computer issues.
    - c. Proficiency in using computer applications, operating systems and software.
    - d. Ability to work independently with little or no supervision.
    - e. Ability to meet deadlines.
    - f. Ability to work as a member of a diverse team.
    - g. Ability to learn complex systems quickly and effectively.
    - h. Strong interpersonal skills.
    - i. Willingness to adapt and innovate in all areas of technology.
    - j. Understand the unique needs for technology in the education environment.
    - k. Support the philosophy and mission of Burlington City Public Schools.
    - l. Comply with all District policies, rules, and regulations.

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9/8/21



2. Physical Requirements/Environment Conditions:
  - a. Requires prolonged sitting and standing.
  - b. Requires stooping, bending, reaching, and lifting.
  - c. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
  - d. Must be able to work in a fast-paced environment.
  - e. Requires the ability to handle multiple tasks.
  - f. May require adjusting work schedule (flex time) to complete tasks.
  - g. Ability to lift 50 pounds and have reliable transportation to service all District buildings (mileage reimbursement).
3. Performance Responsibilities:
  - a. Ability to write routine reports and correspondence.
  - b. Ability to perform periodic security assessments and remediation of deficiencies.
  - c. Occasional need to provide support outside of normal business hours.
  - d. Additional responsibilities to include assisting the IT Department in daily helpdesk request and other tasks as assigned by the Technology Coordinator.
  - e. Keep abreast of new computer technologies that may benefit the Burlington City Public Schools.
  - f. Maintain professional and technical knowledge by attending educational workshops; revising professional publications; establishing personal networks; benchmarking state-of-the-art practices.
  - g. Maintain good communication with supervisors.
  - h. Utilize tools and on-line industry resources to resolve complex technology problems.
  - i. Recommend new methods of using computer technology as necessary.
  - j. Observe and report violations of the Acceptable Use Policy for staff and students to the Director of Technology.
  - k. Assist in the management of technology projects undertaken by the Technology Department.
  - l. Transportation, installation, and removal of District equipment as directed by the Technology Coordinator.

**SALARY:** 12 Months

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy of evaluation of support staff.

**EFFECTIVE:** Immediately upon Board of Education approval

**APPLICATION:** Interested candidates should apply via the Applitrack link on our website, [www.burlington-nj.net](http://www.burlington-nj.net) (Employment) and attach a letter of interest and resume. Applications will be accepted until the position is filled.

**PLEASE POST**  
**CITY OF BURLINGTON BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER**

*67 9/8/25*