

Joliet Township High School District Computer Services Department Job Description

TITLE: Assistant Network Administrator

QUALIFICATIONS:

1. Related experience and Associates Degree preferred.
2. Experience or training in network administration and security.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Network and Media Manager

Performance Responsibilities:

1. Assist with the planning, installation, configuration, support, documentation and monitoring of all equipment for the local and wide area network.
2. Identify LAN/WAN utilization patterns and their effect on operation, system availability and performance expectations to anticipate networking problems and implement preventive measures.
3. Assist ensuring network security, including building firewalls, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and managing users.
4. Assist with the evaluation and/or recommendation of computers, network hardware, and peripheral equipment selection and purchases.
5. Investigate user problems, identify their source, determine possible solutions, test and implement solutions.
6. Administer network user accounts, e-mail systems, active directory, internet access and applications as assigned.
7. Perform regular maintenance of network hardware and monitor log files to identify security problems.
8. Responsible for assisting with testing system upgrades and keeping firmware and security patches up to date.

9. Responsible for leading development and testing of annual personal computing device images.
10. Assists and provides support to the Computer Technicians and Technology Support Specialists.
11. Perform other related duties as assigned.

SALARY RANGE:	Determined by Assistant Superintendent for Business and Personnel
TERMS OF EMPLOYMENT:	Annual twelve-month contract. Salary to be determined by the Board of Education.
EVALUATION:	Performance to be evaluated annually in accordance with Board and Administrative policy.