

<b>Mt. Lebanon School District</b>	
<b>Job Description</b>	
<b>Position</b>	<b>Network Systems Administrator Rev. September 2025</b>
<b>Classification</b>	Exempt
<b>Salary &amp; Benefits</b>	Salary is competitive and will be based on qualifications and experience, and is eligible for a comprehensive benefits package.
<b>Work Hours/Year</b>	Full-time, twelve (12) month, Monday-Friday, some nights and weekends. May occasionally perform work beyond a standard 40-hour week when workload requires.
<b>Reports To</b>	Director of Technology
<b>Summary</b> Manages all aspects of the physical and virtual network and server infrastructure. Serves as project manager for all projects related to network and systems architecture. Manage and direct the district's information technology specialists in support of district and departmental priorities. Facilitate communication between support staff and the Technology Department. Provides end user support where appropriate.	
<b>Essential Functions</b> <ul style="list-style-type: none"> <li>• Design, implement, and manage district network infrastructure including LAN/WAN, wireless access points, switches, firewalls, VPNs, and routing protocols.</li> <li>• Administer and optimize physical and virtual server environments, including VMware/Hyper-V hosts, storage systems, and backup/recovery solutions.</li> <li>• Manage and secure directory services (Active Directory, Azure AD, Google Workspace for Education), group policies, and identity/access management systems.</li> <li>• Oversee endpoint management for Windows, ChromeOS, macOS, and iOS devices; deploy software, security patches, and updates.</li> <li>• Monitor system performance, uptime, and network security through logging, alerting, and vulnerability assessment tools.</li> <li>• Lead the technical support team in responding to work orders, prioritizing incidents, and implementing process improvements.</li> <li>• Research and evaluate emerging technologies (e.g., cloud services, security platforms, monitoring solutions) and recommend adoption where beneficial.</li> <li>• Collaborate with the Director of Technology on technology standards, budget planning, vendor management, and contract renewals.</li> <li>• Provide tier-3 escalation support for complex technical issues and coordinate with external providers when necessary.</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science, Information Systems, or related field (or equivalent combination of technical education and experience).</li> <li>• Minimum of 5 years progressive experience in network and systems administration, including configuration, monitoring, and troubleshooting.</li> <li>• Industry certifications preferred (e.g., CompTIA Network+, CCNA, Alcatel-Lucent (ALE), VMware, Microsoft, or Google certifications).</li> </ul>	

- Demonstrated expertise in computer hardware repair, software configuration, and enterprise-level support.
- Knowledge of hybrid on-premises and cloud architectures (e.g., VMware, Azure, Google Cloud).
- Experience managing Microsoft Active Directory, Azure AD, and Google Workspace user environments.
- Familiarity with K-12 school operations strongly preferred.
- Strong communication, leadership, and interpersonal skills.
- Valid PA Driver's License required.

### **Competencies**

- Demonstrated ability to lead and manage technical teams, think strategically, and act with integrity.
- Strong interpersonal skills with the ability to communicate technical concepts clearly to non-technical stakeholders.
- Customer-service orientation with the ability to build strong relationships with staff and the school community.
- Commitment to high standards and best practices in enterprise network and systems administration.
- Skilled in data collection, analysis, and presentation of technical reports.
- Ability to collaborate with colleagues, think critically, exercise sound judgment, and remain effective under pressure.
- Strong organizational skills with the ability to manage multiple priorities, adapt to frequent interruptions, and meet deadlines.
- Proactive approach to tasks and responsibilities, with the ability to anticipate needs and drive results.
- Ability to learn and apply new technologies quickly and effectively.
- Ability to analyze and solve complex technical and organizational problems.
- Commitment to handling confidential information appropriately and with discretion and must appropriately handle confidential information.

### **Work Environment**

Standard office environment and academic and non-academic settings within typical school District buildings (library, cafeteria, auditorium, gymnasium, athletic facilities, roofs, mechanical rooms, etc.). Duties may be performed off-site, at related educational and other venues when representing the District.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects up to 25 lbs. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Disclaimer**

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

<p><b>Mt. Lebanon School District is an Equal Opportunity Employer</b></p> <p>The District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.</p> <p>This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</p>
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