



Sumter County School System Job Description

Job Title: Technology - Network Administrator

Work Schedule: 240 days

Organization: Central Office Operations

Retirement System: TRSGA

Reports to: Director of Technology

FLSA Status: Non Exempt

Primary Function

Under general direction designs, supports, maintains, and evaluates computer networking and telecommunication systems; installs, configures, and maintains both physical and virtual servers / workstations; maintains employee network, e-mail and telecommunication systems.

Essential Duties

Performing district wide backups and verifying data daily

Assists the Director of Technology in the selection and purchasing of computers, networking equipment, software and related technology

Introduction and integration of new technologies into existing environment

Reviews new software/hardware and evaluate for potential trial or purchase

Provide technical assistance and support to the Technology Specialists as well as other technology personnel and users

Assist the Director of Technology, ensuring the efficiency of all networks and connected devices. Isolates, defines and corrects LAN/WAN problems to ensure uptime for all networks in the support of student achievement.

Installs and configures user applications / software and customizes desktop network setting to accommodate user needs.

Maintains desktop security, including defining and providing for access rights.

Responsible for network security inside LAN and at the district gateway

Works cooperatively with school and district-level personnel to ensure the position's activities support the district's mission and objectives.

Maintains a sufficient level of knowledge regarding relevant technical developments

Essential Duties - continued

Responsible for maintaining documentation and diagrams of network and any changes in the configuration and IP schemes and administrative passwords

Ensuring uptime for network infrastructure and connectivity across the district

Assist with maintenance and data retrieval from CCTV surveillance systems

Additional Responsibilities

Adheres to all District policies and procedures

Ensures all rules and regulations are followed

Performs other duties as assigned by the Director of Technology.

Minimum Qualifications

Education Level: Associates Degree - College / Technical

Certification / Licensing: MCSE, CCNA, A+, Network + (not required depending on experience but preferred)

Physical Activities: Routine physical activities that are required to fulfill job responsibilities

Proficient Skills: Written and oral communication skills, organizational skills, Windows 7 and above, Windows Server 2003 or newer, VMWare, Switching and routing experience, LAN and WAN operations and public relations.

Experience as Microsoft Active Directory Administrator in a production multi-site environment

Ability to supervise Technology Specialist and assign tasks on open trouble tickets/work requests

Preferred Qualifications:

K-12 experience

Strong networking skills background with proof of experience

LAN/WAN implementation experience

Active Directory Administration experience

Project management experience

Note: This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.