

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE Network System Administrator

CLASSIFICATION Supervisor/Specialist

IMMEDIATE SUPERVISOR Director of Technology

JOB SUMMARY

Manage the district's network services, including maintaining core network devices, file storage, print services, and backup systems. Coordinates selection, purchasing and maintenance agreements for district servers and WAN/LAN network devices.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Ability to relate successfully with students, staff, administrators, and vendors.
2. Effective oral and written communication skills.
3. Ability to handle diversity in an objective manner.
4. Ability to work independently.
5. Strong working knowledge of PC/Network hardware and operating systems.
6. Ability to meet deadlines in a timely manner.
7. Ability to anticipate problems and take preventative action.
8. Knowledge of budgeting procedures and management related to areas of responsibilities.
9. Ability to perform diagnostic examinations and repair of computers and network devices.
10. Ability to plan and implement scheduled preventive maintenance.
11. Experience in local area network and wide area systems required.
12. Knowledge of telecommunications systems.

B. Education

1. Two years technical training in a related area beyond high school or equivalent experience highly desired.

C. Certification

1. Valid driver's license.
2. Cisco Certified Network Associate or Microsoft Certified Solutions Expert certification highly desirable.
3. Willingness to obtain additional wireless and wired certifications from specified district provided/approved list within a three year period.

D. Experience

- Computer system assembly, configuration and repair experience desired.

ESSENTIAL JOB FUNCTIONS

1. Responds to end users' requests regarding network services.

2. Manages district's core MAN/LAN equipment.
3. Maintains file storage and print services.
4. Manages LAN and MAN installation, implementation and maintenance.
5. Coordinates and manages the planning and implementation for the security of the district's technology systems.
6. Manages software-hardware backup and recovery procedures district wide.
7. Designs, implements and manages the district's wireless networks.
8. Assists in the coordination of both off-site and on-site servicing procedures.
9. Assists in the assembly and placement of new equipment as needed.
10. Assists with building cabling projects as requested.
11. Serves as a contributing member of the Instructional Technology Advisory Committee (ITAC).
12. Maintains an inventory of hardware and software within the district related to job responsibilities.
13. Provides information to the Director of Technology on all matters of relevance.
14. Complete all trainings as required.
15. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

1. Frequent lifting of 100 pounds maximum; frequent lifting and/or carrying of up to 50 pounds.
2. Mobility as needed to visit all district buildings and classrooms.
3. Must be able to drive a personal vehicle or to provide transportation suitable to accomplish responsibilities.

WORKING CONDITIONS

1. Extensive travel to district sites required.
2. Frequent weekend and evening hours may be required.

TERMS OF EMPLOYMENT

1. 12 month position.
2. Per Board Policy and administrative guidelines.
3. Performance evaluated per Support Staff Performance Evaluation Handbook.

Adopted Date October 2000 Revised Date January 2018

The West Des Moines Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status, sexual orientation, gender identity, genetic information, and socioeconomic status in its educational programs and its employment practices.