

## Network Systems Administrator

### Purpose

The job of Network Systems Administrator is done for the purpose/s of performing a variety of professional duties that include providing desktop computer and network support; troubleshooting computer system hardware and software problems; performing minor microcomputer repair; developing and implementing training programs for computer users; systems integration in the overall support of YCOE users; and assisting computer users in setting up new applications, installations and configuration.

This job reports to Director, Information and Technology Services

### Essential Functions

Acts as primary administrator of YCOE Google domain (e.g. services for staff and associated non-YCOE accounts, etc.) for the purpose of providing Google domain programs and processes for YCOE.

Administers VLAN's connections and issues (e.g. network equipment connecting YCOE LAN and LANS, etc.) for the purpose of maintaining conductivity and services.

Administers and configures networked node equipment (e.g. computers, printers, phones, switches, and cameras, etc.) for the purpose of maintaining YCOE network conductivity.

Administers antivirus system (e.g. desktop firewall configuration, profile development, threat monitoring and resolution, etc.) for the purpose of ensuring secure operation of YCOE systems.

Assists network Engineer for the purpose of ensuring efficient operations.

Develops design, configuration, implementation and management of computer networks for the purpose of ensuring professional operation YCOE and districts' network operations.

Installs microcomputers, network servers, and related peripheral equipment (e.g. scanners, plotters, disk drives, switches, memory sticks, LAN cabling, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.

Maintains accurate records (e.g. software site licenses, etc.) for the purpose of ensuring efficient vendor contracts for YCOE and programs in the district.

Manages desktop software (e.g. using centralized enterprise based delivery systems, etc.) for the purpose of providing necessary updates for YCOE administration and student programs.

Oversees system interpretation of substitute and absence tracking system for YCOE (e.g. administration of and troubleshooting for AESOP, etc.) for the purpose of ensuring proficient operation of current tracking system.

Oversees all activities related to VOIP phone system employed at YCOE (e.g. provisioning phones, account setup, training, etc.) for the purpose of ensuring trouble free operation of phones at YCOE.

Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.

Provides technical assistance (e.g. departments requesting telecommunication connections, etc.) for the purpose of providing professional assistance for operational needs at multiple sites.

Provides system documentation (e.g. develops technical documentation that can be utilized by other users, etc.) for the purpose of providing needed technical resources for others.

Researches trends, products, equipment, tests, etc. (e.g. emerging technologies, etc.) for the purpose of providing enhancement and implementations for YCOE technological services.

Responds to inquiries from a variety of sources (e.g. help desk for staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.

Supports Technology Specialists and System Support Specialists for the purpose of providing direction and/or solving technical problems.

Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Troubleshoots hardware and software connection issues (e.g. servers, switches, controllers, etc.) for the purpose of maintaining network conductivity and services.

### **Marginal Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; cross training; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; methods, uses and operation of enterprise servers, microcomputers and peripheral equipment; computer hardware, electronics and electrical principles; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; operating a variety of highly technical network and computer equipment and related peripheral equipment; working nonstandard hours; and operating modern office equipment.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.

**Education** Bachelors degree in job-related area.

**Equivalency:** Industry Certifications and prior professional experience in providing microcomputer user support and training.

**Required Testing**

None Specified

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

9/4/2020

**Salary Grade**

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