



David Douglas School District #40 Licensed Job Description SUPERVISOR

NETWORK ADMINISTRATOR

Schedule: 8 hours per day / 12 months per year

Salary: As determined by the superintendent based on experience, qualifications, and comparables

POSITION PURPOSE

Responsible for organizing, modifying, installing, managing, and supporting the David Douglas wide area network (WAN), local area network (LAN), wireless network, network segments, and MDF/IDFs.

NATURE AND SCOPE OF RESPONSIBILITIES

- Supervises and evaluates the System Admin, Help Desk support, and Digital Media Specialist positions.
- Manages IT Department when Director is out of the office.
- Plans and evaluates new technology and presents recommendations to Director
- Establishes network specifications and documentation by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Maintains MDF/IDFs.
- Establishes network by evaluating network performance issues including availability, utilization, throughput, and latency; planning and executing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Oversees the installation and maintenance of District CCTV/security camera system.
- Develops, maintains, and updates network standards documentation.
- Manages LDAP/Active/Open Directories
- Manages and supports the District System Application Services (Data Center and virtualization) – including backup and automation
- Prepares users by designing and conducting training programs; providing references and support.
- Upgrades network by conferring with the local education service district (ESD) and vendors; developing, testing, evaluating, and installing enhancements.
- Manages Help Desk software and workflow
- Meets financial requirements by submitting information for budgets; monitoring expenses.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Proactive, solution focused, and service orientated.
- Protects organization's value by keeping information confidential.
- Perform other duties, as assigned.

QUALIFICATIONS

- High School diploma or equivalent.
- At least 2 years experience in designing, organizing, modifying, installing, and supporting wide area network (WAN), local area network (LAN), wireless network, and network segments.
- Network +, Security +, CCNA, CCNP, CCIE, CWNA, CWSP, MCITP, MCSE or other network related certifications.
- SQL or other database experience.
- A valid Oregon driver's license and meet insurance requirements to drive district vehicles- must be able to drive to various locations.
- 21 years of age or older with work experience.
- Ability to work harmoniously with others.
- Ability to communicate appropriately and effectively (Orally and in writing) with others.

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The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.