

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## NETWORK ADMINISTRATOR

### Job Description

#### **QUALIFICATIONS:**

1. A Bachelor's degree in a related technical field or equivalent training and experience
2. A minimum of three years field experience supporting end-users, Active Directory, and WindowsXP/Win7
3. Experience in educational institutions; K-12 experience strongly preferred
4. Demonstrated knowledge and field experience with hardware and software troubleshooting skills
5. Demonstrated knowledge and field experience with network design and administration
6. Demonstrated field experience working with end-user support in a responsive, helpful, courteous, and tactful manner
7. Demonstrated field experience working with confidential and time-sensitive matters
8. Demonstrated strong oral and written communication skills
9. Valid Wisconsin driver's license

**REPORTS TO:** Director of Technology

#### **GENERAL RESPONSIBILITIES:**

This position provides Tier2 Technical Support to Building Lab Assistants (Tier1), with in-depth technical knowledge and solutions for both hardware and software problems. This position will be assigned specific schools/offices to support and will make regular on-site visits. In addition, this position will be responsible for all network account management, workstation hardware and operating systems, and software applications (Local, Virtual, Cloud).

The work of this position is completed as a part of a small, collaborative team where responsibilities frequently cross among staff members. This job is demanding physically, requiring the ability to bend, lift, crouch, kneel, and walk in order to perform the essential functions. While this position must focus on end-user's needs, providing solutions, it must also be focused on staff relationships and the development of trust. It is necessary that the person who fills this position be able to work independently, highly organized, and detail oriented.

### **ESSENTIAL FUNCTIONS:**

1. Administer network accounts, including assigning usernames and passwords; managing Active Directory User Groups, Security Groups, and access controls
2. Develop and maintain workstation, laptop, netbook, and tablet pc images (XP and Win7), including the management of a Window's Update Server
3. Physically install and maintain district workstations, printers, and peripherals – including Access Points and Surveillance Cameras - and their related software
4. Configure, Deploy and Administer traditional client-server software applications (instructional and administrative), being conscious of software requirements, license restrictions, and end- user needs
5. Configure, Deploy, and Administer virtual server applications
6. Configure, Deploy, and Administer cloud-based solutions
7. Configure, Deploy, and Administer software deployed as a service (SaaS)
8. Configure, Deploy, and Administer new and emerging technologies
9. Work jointly with other members of the technical staff to maintain optimal network performance and security, protecting the network by actively managing anti-virus solutions, firewalls, and content filter.
10. Work to jointly manage and maintain all district wiring closets, including labeling, cable management, and switch deployment
11. Practice mindful attention to detail and time utilization with a focus on end-users' needs, demonstrating strong organizational skills, project management, and an understanding of a K-12 educational environment
12. Have strong oral and written communication skills, including documentation of planning, design and implementation of network solutions

### **OTHER FUNCTIONS:**

1. Maintain personal and professional technology skills and knowledge base, keeping current with industry trends
2. Provide training to end-users as needed
3. Support and train student interns
4. Promote a positive and professional image of the District at all times
5. Participate in meetings as required, offering insight and direction to people's use of technology as it relates to the District's Information Literacy and Technology Plan
6. Coordinate, cooperate and Operate in coordination with other members of the technology program
7. Perform all other responsibilities as assigned

Adopted: January 2007

Updated: May 2011