

**SURRY COUNTY PUBLIC SCHOOLS
NETWORK ADMINISTRATOR
JOB DESCRIPTION**

Job Title: Network Administrator
Salary Index: .78
Reports To: Director of Operations/Procurement
FLSA Status: Non-Exempt

SUMMARY

Performs computer Wide Area and Local Area network administrative duties in the Technology Department of Surry County Public Schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Administers and Maintains Wide and Local Area Networks in a Windows 2003 Environment.
- Sets up user and group accounts.
- Secures Network Resources as Directed.
- Sets up and Administers Network Printers.
- Audits Resources and Events on the Network.
- Maintains Symantec Anti Virus Servers and keeps the network free of viruses.
- Maintains a Back Up and Disaster Recovery Program for File Servers and Workstations.
- Sets Up, Configures, Utilizes and Supports TCP/IP in a Windows Network Environment.
- Maintains, Repairs, Installs, Configures, and Upgrades Personal Computers in a Windows Environment.
- Installs Software to Servers and Personal Computers and Peripherals.
- Creates and Manages a Web Server.
- Recommends Hardware and Software Acquisitions
- Additional duties and responsibilities as assigned by the Director of Operations/Procurement

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

CERTIFICATION, EDUCATION, and EXPERIENCE

Microsoft Certified System Engineer or Professional Certification A + Certification
Internship and/or Employment as a Computer Technician
SASI and InteGrade Pro experience is a plus as well as experience with Extreme Networks architecture.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form is required. The ability to deal with problems involving several concrete variables in standardized situations is also essential.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is required to walk and drive. The employee must occasionally lift and/or move up to forty pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level on the work environment is usually quiet.