



NETWORK ADMINISTRATOR

Department: Technology

Pay Grade: 109

FLSA Status: Exempt

GENERAL PURPOSE

Helps support the mission of Surry County Public Schools by providing technological support for the school district and the School Board office. Maintains and supports the school district's software, hardware, and all student devices.

ESSENTIAL JOB FUNCTIONS

- Administers and maintains Wide and Local Area Networks (LAN) in a Windows 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 (PC) in a Windows environment.
- Installs software to servers and personal computers (PC) and peripherals.
- Creates and manages a web server.
- Recommends hardware and software acquisitions.
- Completes additional duties and responsibilities as assigned by the Director of Operations and Procurement.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Microsoft Certified System Engineer or Professional Certification required.
- A +Certification Internship
- AND/OR Employment as a Computer Technician SASI
- InteGrade Pro experience preferred.
- Extreme Networks architecture experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of various computer hardware and software systems.

- Knowledge of the technological needs and uses within the school district.
- Skill in troubleshooting and setting up computer networks and systems.
- Skill in the development of procedures and guidelines.
- Skill in the repair, diagnosis, and configuration of Windows software.
- Ability to manage multiple tasks.
- Ability to communicate effectively both in writing and speech.
- Ability to set up and manage web servers.

WORKING CONDITIONS

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.

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 move up to twenty pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date