NETWORK ADMINISTRATOR (School District)   414-K

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of technical duties to maintain the daily operations of the school district computer network. Incumbents will perform technical duties relating to the installation, configuration and management of network operating system (NOS) software and communications hardware. It involves the performance of technical duties to maintain the daily operation of electronic data processing systems meeting the needs of the school district. Work is performed under supervision with wide leeway for independent performance of the job duties. Supervision may be exercised over technical and/or clerical staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in the planning, designing and implementation of all aspects of the district computer network;

Recommends, plans, develops and implements network configuration changes and/or upgrades to maintain appropriate levels of service to user community;

Analyzes, identifies, and resolves communication problems occurring between servers, workstations, PCs, the Internet;

Operates the control console(s) of network systems to monitor performance, resolve problems and upgrade systems;

Develops and monitors Local Area and Wide Area Network (LAN and WAN) performance and utilization statistics and prepares periodic reports for management summarizing network status;

Trains and instructs subordinate staff as needed, including operating system and network administration matters;

Keeps abreast of current developments in IT infrastructure and NOS software;

Writes equipment specifications and assists in the ordering of NOS hardware, software and related

communications equipment;

Develops, designs, and implements a backup system adequate to meet the continued operation of the

educational system;

Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of Windows Server 2003 NOS software; thorough knowledge of

network communication concepts as they relate to network topologies, communication and data

transfer protocols, hubs, switches, routers, servers and cabling; thorough knowledge of Transmission

Control and Internet Protocols (TCP/IP); good knowledge of modern data processing and electronic

communication principles, practices, procedures and equipment; ability to create and maintain

diagrammatic representations of complex network configurations; ability to plan, assign and

supervise the work of subordinate employees; ability to develop effective working relationships with

vendors, subordinates, district staff and other work contacts; ability to recognize, analyze and solve

complex problems; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS:

(A)   Graduation from a regionally accredited college or university or one accredited by the New

York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Science,

or Computer Programming and one (1) year of senior level computer system engineering

experience in a position involving the installation and tuning of Windows Server 2003 or

 higher network operating system software and related hardware; or

(B)   Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Science, or Computer Programming and three (3) years of senior level computer system engineering experience as described in (A) above; or

(C)   Graduation from high school or possession of a high school equivalency diploma and five (5) years of senior level computer system engineering experience as described in (A) above; or

(D)   An equivalent combination of experience and training as defined by the limits of (A), (B) and (C) above.

SPECIAL NOTE: Nationally recognized system certifications such as Certified Novell Engineer (CNE), Microsoft Certified Systems Engineer (MCSE) and/or Cisco Certified Network Associate (CCNA) will be considered as meeting 3 months of experience for each certification.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: https://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.