

**Peninsula School District  
Job Description**

**NETWORK ADMINISTRATOR II**

**LOCATION: TECHNICAL SUPPORT**

**JOB SUMMARY:**

This position will coordinate the vision, design, planning, implementation and support of the local and wide area networks for the district. This includes server/ network design and administration over the LAN/WAN, administrative and instructional computers.

**DUTIES AND RESPONSIBILITIES:**

1. Coordinates the installation, troubleshooting and maintenance of the district's LAN/WAN operations.
2. Researches and makes recommendations to the Director of Technical Support on leading trends in technology.
3. Responsible for security of network data and equipment as it relates to critical data backup.
4. Assists in developing and implementing policies and practices for protection of data from intrusion and equipment failure.
5. Coordinates and oversees the installation of new cabling and communication systems. Reviews specifications and drawings for facility projects involving data installation and performs related inspections and evaluations. May be required to physically install cabling and/or components.
6. Remain current in knowledge of networking trends and products.
7. Provides and coordinates training to technicians and users on equipment and/or software.
8. Provides technical support for all network-related services and functions.
9. Delegates support requests to technicians when appropriate
10. Serves as district internal and external contact for all network-related functions and ensures timely responses to staff computer problems.
11. Serves as an active member of technology committees and attends district technology meetings.
12. Interacts positively with students, colleagues, parents and patrons of the school district.
13. Other related duties as assigned.

**REPORTING RELATIONSHIP:**

Reports to the Director of Technical Support.

**WORKING CONDITIONS:**

Requires visual concentration for extended periods of time on computer screens; precise control of finger and hand movements; deals with demands from a diverse group, including students, parents, community and staff; required to stand for prolonged periods; regularly lift and/or move up to 50 pounds.

**AFFILIATION:** Exempt

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

High school graduate or equivalent and three to five years successful technical training and experience in LAN/WAN management and installation. Reasonable accommodations may be made to enable individuals with disabilities to meet the required responsibilities.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge and experience with all versions of Microsoft Windows, Windows server operating systems and enterprise level networks.
- Knowledge and experience with MS Active Directory
- Knowledge and experience with Cisco routers and IOS.
- Extensive knowledge and experience with TCP/IP, subnets and routing.
- Knowledge of computer and computer operations with emphasis on hardware and basic methods used in computer software instruction.
- Demonstrated ability to solve computer-related problems, learn, retain and apply computer-related information
- Demonstrated ability to provide technical assistance and training to staff.
- Demonstrated ability to perform job functions in a professional, positive and outgoing manner.
- Demonstrated ability to work independently, evaluate situations and exercise reasonable judgment.
- Demonstrated ability to establish and maintain effective working relationships with students, staff and community.
- Ability and willingness to learn new systems and technology and to keep current in new trends.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain strict confidentiality.
- Knowledge and experience with SQL databases and servers
- Knowledge and experience with Microsoft Exchange servers

**Licenses/Special Requirements**

- Valid Washington State Driver's License and/or reliable transportation.
- Comp Tia A+ certification preferred.
- Current Cisco, MCP or MCSE certifications preferred.
- Visual basic and or C++ programming skills preferred