

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: District Network Administrator

REPORTS TO: Manager of Network Operations

QUALIFICATIONS: Minimum of two years experience working with networked systems
Certifications that support servers, storage, networks, and virtualization technologies such as: MCITP, CCNA, and/or VCA-DCV
Expertise in: DNS, DHCP, VPNs, VLANs and TCP/IP routing and configuration in wired and wireless environments
Expertise in virtualization and storage technologies.
Effective communication skills
Required criminal background check and proof of US citizenship or legal resident alien status

JOB GOAL: This is a staff position within the Technology Services and Solutions department accountable for ensuring continuity of computer use by supporting, maintaining, and upgrading, high-speed reliable networking and client computer systems on the district network

GENERAL FUNCTION & PERFORMANCE RESPONSIBILITIES:

1. Supports a growing wired and wireless network infrastructure leveraging cloud technologies including (but not limited to) Meraki and Google Apps, and technology on premises including (but not limited to) Active Directory, Web Content Filter, Malware Virus Filtering, NetApp SAN, VMware ESXi, VMware View, Cisco UCS, Cisco Switches, Cisco Firewall, Extreme Switches, RADIUS and 802.1x authentication system, and a variety of application software.
2. Works cooperatively with others and accepts direction from supervisors.
3. Monitors (through diagnostic tools) and maintains the infrastructure of both LAN/WAN environments. Manages network security and monitors network performance.
4. Installs, upgrades, maintains, troubleshoots and repairs servers, routers, firewall, high-speed switches and hubs.
5. Installs, configures and maintains: e-Mail services, backup services (disaster recovery), Web Publishing and Intranet services, and an Enterprise anti-virus solutions.
6. Performs daily backup of all servers.
7. Manages Active Directory (domain) and Exchange server accounts.
8. Maintains routing tables, IP addressing scheme, and firewall rules.
9. Assists and supports in the installation, network access, upgrade, maintenance, testing and repair of client computers and related peripheral equipment, including virtual desktop infrastructure.
10. Supports individual buildings in: managing Local Area Networks (LANs), and in mentoring and assisting both the building tech and media specialist in trouble-shooting network issues.
11. Implements web-based information and communication regarding in-district and out-of-district access to student information.
12. Maintains cloud-based collaboration systems supporting instructional programs.
13. Maintains awareness of emerging network technologies.
14. Coordinates assistance from third parties and vendors when necessary.
15. Assists in the development and implementation of the long-range technology plan.
16. Performs such other duties that may be assigned.

Adopted: 4/05/07
Approved: 5/12/09
Revised: 9/24/09
Revised: 7/24/14