

# SOUTH SIOUX CITY COMMUNITY SCHOOLS

## NETWORK SYSTEMS ADMINISTRATOR

<b>Reports to:</b>	<b>Director of Technology</b>
<b>Classification:</b>	<b>Non-Certified</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Terms of Employment:</b>	<b>12 month according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY**

The job of Systems Administrator established for the purpose/s of designing, configuring, installing, maintaining, and repairing WAN/LAN subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to district and site staff.

### **EMPLOYEE CHARACTERISTIC REQUIREMENTS**

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Integrity, credibility, commitment, resourcefulness in setting priorities.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Maintaining confidentiality.

### **PERFORMANCE RESPONSIBILITIES**

- Administers systems and servers related to district LAN and WAN (e.g. email systems, accounts, workstation ID, computer labs, classroom computers, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Advises Technology Director on the needs and configuration of new hardware purchases for the purpose of ensuring the district purchases the correct equipment at the right price.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmers analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Configures on-site network systems (e.g. servers, routers, network security, etc.) for the purpose of ensuring efficient operations.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District network systems.
- Monitors a variety of computer systems and functions (e.g. WAN/LAN connections, network traffic, performance, etc.) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs installation, configuring and maintaining network services and equipment (e.g. switches, routers, servers, etc.) for the purpose of meeting district network systems requirements.
- Prepares a variety of materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs operating systems and network equipment (e.g. servers, data communications hardware, lines, modems, network devices, switches, routers, etc.) for the purpose of maintaining equipment in a safe and functional operating condition.
- Researches a variety of topics (e.g. trends, hardware, software, etc.) for the purpose of recommending procedures and/or purchases.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Troubleshoots malfunctions of network hardware and/or software applications within the District’s local and wide area networks (e.g. servers, network connections, etc.) for the purpose of resolving operational issues and restoring services.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor’s degree in computer science or related field (experience and background will be considered in lieu of education).
- Non-certified position; Nebraska Administrative and Supervisory Certificate is not required.

**REQUIRED KNOWLEDGE AND SKILLS**

- Ability to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; and using pertinent software applications.
- Ability to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; and project management.
- Ability to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment.
- Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes.
- Ability to required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment.
- Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.
- Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.
- Regular , dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

<p align="center"><b>Physical Requirements Network Systems Administrator</b></p> <p>E = Essential NE = Non-Essential</p>	<p>Item is not a requirement of the job <b>N</b></p>	<p>Occasional – up to 33% of time <b>N</b></p>	<p>Occasional/Essential – up to 33% of time, absolutely essential to the job <b>E</b></p>	<p>Frequent -- between 34% - 66% <b>E</b></p>	<p>Continuous -- over 66% of time <b>E</b></p>
<p><b>Stamina</b></p>					

1. Sitting				X	
2. Walking				X	
3. Standing			X		
4. Sprinting/Running	X				
<b>Flexibility</b>					
5. Bending or twisting at the neck more than the average person			X		
6. Bending or twisting at the trunk more than the average person			X		
7. Squatting/Stooping/Kneeling			X		
8. Reaching above the head		X			
9. Reaching forward			X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
<b>Use of Arms and Hands</b>					
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16. Finger dexterity (typing or putting a nut on a bolt)			X		
<b>Lifting Requirements</b>					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
<b>Carrying</b>					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				

