



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

NETWORK ADMINISTRATOR

DEPARTMENT/SITE: Information Technology
and Support Services

REPORTS TO: Director of Information
Technology and Support
Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 54

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Information Technology and Support Services, the Network Administrator supports the educational process with specific responsibilities for designing, configuring, installing, maintaining, and repairing WAN/LAN subsystems and servers; oversees the computer/server room operation and environment; provides information, direction and/or recommendations regarding network installations and configurations; resolves network operational issues; and provides technical support to district and site staff. The incumbents in this classification provide the school community with reliable and safe networks for interconnectivity within the District and with the Internet which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are distinguished by their responsibility for overall management of the District's computer networks including planning, designing, organizing, leading the installation of and operational support for these systems. The Network Specialist class addresses day-to-day issues with the District's computer network including installing network computers and communications equipment, ensuring that employees' computers remain connected to the District's local and wide area networks and the District's website.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Administers systems and servers related to district LAN and WAN (e.g., email systems, accounts, print queue, workstation ID, IP assignments, computer labs, classroom computers, VOiP, security, antivirus, spyware) for the purpose of ensuring availability of services to authorized users.
- Collaborates with a variety of internal and external parties (e.g., district personnel, vendors, software developers, database administrators, users) to provide and/or receive information and ensuring project success.
- Configures onsite network systems (e.g., servers, routers, network security, cloud configurations, content filters) to ensure efficient operations.
- Coordinates with other IT staff and may oversee work activities and/or projects as assigned in order to provide guidance and support and to ensure completion of projects within

established guidelines.

- Installs servers, operating systems, and main applications (e.g., service packs, application software, operating software, hardware upgrades) for the purpose of upgrading and maintaining District network systems.
- Maintains workstation and server functionality (e.g., installs patches and/or upgrades, supports Activity Directory) for the purpose of ensuring availability of desktop and server functionality for all users.
- Monitors a variety of computer systems and functions (e.g., WAN/LAN connections, network traffic, performance, firewall, VPN, web interfaces) for the purpose of ensuring that District computer systems are secure and resources are utilized effectively.
- 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) 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) for the purpose of maintaining equipment in a safe and functional operating condition.
- Researches a variety of topics (e.g., trends, hardware, software) 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) 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.
- Trains District personnel in the use of a variety of computer applications for the purpose of ensuring the efficient use of available technology.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's local and wide area networks (e.g., servers, network connections) for the purpose of resolving operational issues and restoring services.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Current generation and legacy application programming languages
- System design
- Process and data modeling techniques
- Database theory
- Technologies and tools
- Benefits and limitations of technology
- Project management

Skills and Abilities to:

- Planning and managing projects
- Preparing and maintaining accurate records including developing and maintaining time estimates and

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Previous update: 2019

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schedules

- Reading entity- relationship diagrams
- Leading staff and project groups
- Using pertinent software applications
- Schedule activities and/or meetings
- gather, collate, and/or classify data and consider a number of factors when using equipment
- Be flexible to work with others in a wide variety of circumstances
- Work with data utilizing defined and similar processes, and utilize equipment under a variety of conditions for multiple purposes
- Work with a wide diversity of individuals
- Work with similar types of data and utilize a wide variety of types of job-related equipment
- Solve problems, analyze issues, and create action plans that may require independent interpretation
- Set priorities
- Communicate effectively with persons of varied technical background
- Meet deadlines and schedules and work with frequent interruptions

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor's degree in computer science, information technology, telecommunications or related field;

or

Associate's degree in computer science, information technology, telecommunications, or a related field with one of the following: Cisco certifications: CCNA, CCNP or CCIE or higher;

or

Associate's degree in computer science, information technology, telecommunications or a related field, with one of the following Microsoft Server certifications: MCSA, MCSE, MCITP or higher.

EXPERIENCE REQUIRED:

Three (3) years of networking or systems administration experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License for travel to various District sites to provide technology support.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting or standing for extended periods
- Lift objects such as servers, routers, and desktop computers weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard, to manipulate small hand tools, and to maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen