

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

BUILDING SERVICES PERSONNEL

NETWORK ADMINISTRATOR

QUALIFICATIONS:

- Appropriate technical education or degree, technical certifications, or a combination of education, certifications and prior experience
- At least 2-3 years of experience working with networking equipment and end user devices specifically, including maintenance and upgrades
- Strong technical aptitude and ability to research & solve complex issues independently
- Ability to effectively communicate issues and resolutions to all levels of the organization
- Ability to maintain confidentiality with sensitive customer and internal information

REPORTS TO: Superintendent of Schools and Supervisor of Instructional Technology

JOB GOAL:

- The network administrator performs advanced professional and technical responsibilities in planning, design, implementation, maintenance, backup, and administration of the district network infrastructure, appliances, servers and local software applications for effective operations for all district needs.
- The network administrator is responsible for developing network and security standards, researching technology alternatives, and planning for disaster recovery.

RESPONSIBILITIES:

- Implement and manage the virtualized server environments and storage infrastructure
- Develop, maintain and implement backup policies and disaster recovery planning
- Plan and implement the installation, upgrading, monitoring, and troubleshooting of the district's physical and wireless network infrastructure, including virtualization, network devices, routers, firewalls, storage devices.
- Configure and setup firewalls, vpn and security appliances
- Maintains routing tables, IP addressing scheme, and firewall rules
- Install, monitor, and maintain workstations, laptops, printers, and peripherals including recycling
- Provide support for software and hardware issues. Communicate and respond to

technology service tickets. Communicate with vendors for support and schedule maintenance.

- Configure and manage cloud based IaaS environments and cloud-based collaboration systems supporting instructional programs.
- Configure, install, and manage client and server network software
- Managing assigned projects
- Configure and manage the district's VoIP system
- Maintain the wiring closets and network operating systems and utilities in the closets.
- Manage network security and devices such as the firewall, VLANs, routes.
- Manage and upgrade software systems (network switches, VMware, appliances, etc.)
- Implement and manage anti-virus software district wide
- Research and implement best practices for cyber security on the network infrastructure, backups, and servers.
- Maintain network security to protect against viruses, hackers and other damages.
- Maintain confidentiality and integrity of electronic records. Research solutions to technology problems including new hardware and software technology to support the educational mission, update and maintain IT infrastructure
- Maintain inventory of District technology and equipment
- Maintains records on the configuration, installation, warranty, licenses, and allocation of computer software, hardware, and network systems.
- Organize, setup, and operate technology for activities/events
- IT management of Systems 3000
- Management of District Google user accounts
- Collects and compiles employee data as needed for collective bargaining negotiations, including employee lists, salary information, and health benefit levels and contribution amounts
- Acts as a resource, as needed, in collective bargaining negotiations by analyzing data and assisting with negotiations strategy
- Perform other duties/projects as assigned by the Supervisor of Instructional Technology and/or Superintendent.

TERMS OF EMPLOYMENT: *12-Month* Non-Bargaining Unit position

ANNUAL EVALUATION: Evaluated annually by the Supervisor of Instructional Technology