

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6884
Pay Grade: E07

FLSA: -Exempt
PTS

NETWORK ADMINISTRATOR
REPORTS TO: Director, Network and Telecommunications
SUPERVISES: Support Staff
QUALIFICATIONS: Bachelor's degree from an accredited college or university in Computer Science or a related field, plus five (5) years progressively responsible experience in enterprise class network environment including the design, implementation and support of WAN/LAN and wireless systems experience. Demonstrated knowledge of working with and configuring major switching, routing, border gateway and firewall systems in a multi-protocol environment. OR An equivalent combination of education, training, and related Pinellas County School Board experience.
PREFERRED: A Cisco Certified Network Associate (CCNA) Certificate or greater Cisco Certified Networking Professional (CCNP) Certificate.
MAJOR FUNCTION
Performs highly complex technical and analytical work in the design, installation, documentation, support and maintenance of district-wide networks and associated applications. Anticipates future growth requirements and designs systems with appropriate capacity. Responsible for the daily management and integrity of all network systems. Provides guidance to applications personnel in the use and design of systems to minimize the impact of such systems on the networks.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Provides communications network administration, including design, implementation and use of network software to design network architecture, test communications links and troubleshoot communication link failures• Provides overall technical responsibility for network and district-wide applications with in-depth knowledge of a wide variety of communications hardware and software• Designs, installs, maintains, and documents infrastructure including switches, routers, firewalls, intrusion detection/prevention systems as well as wiring and physical infrastructure• Oversees network/computer resources and installation of new equipment• Administers the testing and analysis of all components of network facilities to ensure operational status• Responsible for and supports a variety of district applications.• Provides site design and client support• Supervises and monitors the wide area network services contract• Participates in the research, design, installation, and operation of the district, LAN, WAN, routers, multi-layer switches, and wireless networks• Designs, installs and provides ongoing support for the district network security infrastructure including firewalls, VPNs, system patching, and managed anti-virus systems

NETWORK ADMINISTRATOR

ESSENTIAL RESPONSIBILITIES (Continued)

- Provides management and maintenance on network servers and applications on various platforms as it applies to the district network
- Provides technology assistance to customers via e-mail, telephone, and in person throughout the district
- Creates, maintains, and manages appropriate online documentation resources
- Works with other members of the Technology and Information Systems (TIS) Team in resolving complex issues
- Maintains technical data on state-of-the-art systems or applications software and computer equipment; applies knowledge, as applicable, in making recommendations to management and/or users for new systems or modifications to existing systems
- Provides or assures that technical guidance and resources are available to team members when necessary
- Researches, evaluates and recommends changes in hardware, software, data communications, and techniques that contribute to more effective automated systems capabilities
- Serves as team leader/project leader in the development and implementation of complex computer system projects
- Prepares and manages team prioritization, project tracking and resource allocation
- Performs other related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 1/08 AK; BOARD APPROVED: 2/12/08. REVISED FORMAT, SALARY SCHEDULE, QUALIFICATIONS, MF, ER ADA, 3/13 LM; BOARD APPROVED: 4/23/13

NETWORK ADMINISTRATOR

WORKING CONDITIONS PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Network Administrator – PTS