

WAYNE TOWNSHIP PUBLIC SCHOOLS
Wayne, New Jersey
JOB DESCRIPTION

TITLE: H-051 - Systems/Network Administrator

EDUCATION AND EXPERIENCE REQUIRED:

1. High school diploma or equivalency.
2. Minimum 3 years LAN experience in a Microsoft /Novell Netware 4.x or later 200+ user multi-platform environment.
3. Ability to perform typical advanced server and network administration skills, including upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, WINS, DHCP and IIS support functions.
4. Must demonstrate knowledge in user administration, firewall and router configuration, Microsoft Office suite support, Windows NT, 95/98, XP, Exchange management and Netware administrative and system utilities, Cisco switches and routers, DOS and Macintosh operating systems.
5. Strong working experience with Hewlett Packard, Compaq, and Dell enterprise servers.
6. Knowledge and experience in connectivity and communications protocols.
7. Experience with cabling systems, hubs and routers.
8. Network systems experience along with remote Client Access.
9. Minimum 3 years network operations experience.
10. Excellent organizational and project management skills, including ability to organize time and work on multiple tasks and follow through to completion of task or project.
11. Excellent analytical and problem-solving skills, including a high degree of attention to detail and accurate processes.
12. Self-motivated and able to work independently or with a team.
13. Willing to help in any way with any job.
14. Excellent oral and written communication.
15. Excellent interpersonal skills.
16. Must be able to keep work areas neat and organized.

REPORTS TO:

Director of Technology

JOB GOAL:

The Systems/Network Administrator is responsible for maintaining the LAN and WAN operation infrastructure. This includes system upgrades, system documentation, daily administration, and problem resolution. This position will also assist staff and users with problems, as needed, relating to hardware, software, and communication issues. She/he will also participate in the design, planning and execution of infrastructure to support new applications and technologies.

PERFORMANCE RESPONSIBILITIES:

1. LAN and WAN daily administration, including system stability, integrity, and troubleshooting.
2. WAN daily administration and support.
3. Backup to the Network Systems Engineer, including up-to-date knowledge of projects and ability to step in and cover or help as needed in their completion.
4. Project handoffs from Network Systems Engineer and implementation of daily administrative procedures (with documentation) for each project.
5. Hardware and software upgrades to network servers, including operating systems and applications.
6. Rapid deployment of fixes to network devices in response to newly identified security threats.
7. Involvement with software and hardware upgrades, planning and roll out of desktop PC's.
8. Budget evaluation, recommendation and purchasing for both software and hardware.
9. Provides eand-user support.
10. Network backup integrity and recovery coordination along with disaster preparedness planning.
11. Advisory role to other support personnel and coverage of jobs.
12. Documentation of network systems, operational procedures, network topology, and hardware inventory.
13. Involved with software licensing tracking and purchasing.
14. Performs other related work as required.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this position will be evaluated annually in accordance with the Board's policy on the evaluation of non-certificated staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses
2. Occasional exposure to a variety of weather conditions
3. Exposure to heated/air conditioned and ventilated facilities
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

BOARD APPROVAL DATE: September 9, 2021, Agenda Item T-17