

WINOOSKI SCHOOL DISTRICT
Job Description: NETWORK ADMINISTRATOR

Date Approved/Updated: December 21, 2016

Location: Winooski School District

Job Group: Non-Union

Reports To: Superintendent or designee

Summary of Position Responsibilities: To maintain, configure and facilitate operations of the District's network system. Serves as a member of the Technology Support Team.

Essential Duties and Responsibilities:

1. Serve as the district resource person for all hardware, software and network issues.
2. Provide recommendations for the acquisition and configuration of hardware, software, network, servers, AV equipment, and phone and security system.
3. Coordinate the scheduling, configuring and maintenance of all computer hardware and software updates.
4. Build and manage the IT budget.
5. Maintain a district record of all inventory and fixed assets for security and insurance purposes.
6. Provide troubleshooting on hardware, software, network, servers, AV equipment, and phone and security system.
7. Provide training, technical support and maintenance for hardware, software, network, servers, AV equipment, and phone and security system.
8. Stay current with latest technologies and best practices.
9. Coordinate any hardware, software, network, servers, AV equipment, and phone and security system work with WSD Maintenance and/or external contractors/vendors.
10. Provide monthly summary of work orders to the Superintendent or designee. Include copies of daily and monthly checklists.
11. Collaborate with all members of the Technology Support Team team to optimize workflow, including daily check-ins and bi-weekly meetings.
12. Other duties as assigned by Superintendent or designee.

Supervisory Responsibilities include:

- Directly supervising Technology Technician

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Two or four year college degree in a network-related field.

Certificates, Licenses, Registrations:

Language Skills:

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities: Proficiency in computer operations, hardware and software (Apple/PC); knowledgeable about computer networks, ability to work with diverse personalities and self-motivated and self-directing.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

F Standing F Walking F Sitting O Lifting F Carrying O Pushing
 O Pulling Climbing Balancing O Stooping O Kneeling Crawling
 O Crouching O Reaching Handling F Fingering Feeling C Talking
 C Hearing Far Vision Near Vision Color Vision Depth Perception O Repetitive Motion
 O Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs. XXX	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

<u> </u> N <u> </u> Exposure to weather	<u> </u> N <u> </u> Extreme heat	<u> </u> N <u> </u> Extreme cold	<u> </u> F <u> </u> Noise	<u> </u> O <u> </u> Dust, vapors, fumes
<u> </u> C <u> </u> Time constraints	<u> </u> C <u> </u> Public contact	<u> </u> C <u> </u> Deadlines	<u> </u> O <u> </u> Travel	<u> </u> C <u> </u> Inside work

Terms of Employment: Twelve-month year. Salary and work year to be established by the Superintendent or designee.

Compensation: Per agreement with Superintendent or designee.

Evaluation: Performance of this job will be evaluated in accordance with procedures developed by the Superintendent or designee.

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