

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: I T System / Network Administrator

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage all aspects of the District's digital infrastructure and enterprise systems. The position is responsible for managing network hardware and software installations, monitoring systems performance and performing maintenance. This position is responsible for monitoring and responding to cybersecurity threats and vulnerabilities as well as providing technical support and training to staff, and performing related work as assigned. This position works in a team environment with other Computer Network Specialist in the department.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Serves as Systems Administrator for digital infrastructure and enterprise systems, which includes network, server and storage.

Communicates with District staff to determine network requirements; develops and maintains network solutions for identified needs.

Manages all aspects of the enterprise data center hardware and software via installation, operation and maintenance.

Diagnoses problems with and replaces hardware, parts, cabling, software and other components as necessary; works with vendors as necessary to resolve system problems; maintains warranty and support contracts with vendors.

Designs and oversees the installation of digital infrastructure and enterprise systems for the use of current and future technologies; forecasts future technology, capacity and bandwidth requirements.

Coordinates integration with other technologies, including telecommunications, ERP and SIS and hosted cloud partners allowing the District to operate efficiently.

Performs IT risk assessment and mitigation task including the following:

- Develop and support industry standard systems and processes for security best practices throughout the district
- Protect(Respond) environment and systems for cybersecurity threats and/or breaches

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- Protect(Respond)environment and systems for environmental threats or emergencies causing outages or disruption in service.
- Manage all aspects of hardware/software assets including patching, upgrades, and performance
- Manage all aspects identify management, including authentication and access controls.
- Manage all aspects of data protection systems, including backup/recovery systems
- Maintains documentation requirements for logging, inventory, procedures and policies including change management and incident response reports.
- Collaborate with IT Director and team members to strengthen the maturity of the districts critical controls.

Provides technical support and assistance to IT team members and other District staff on network issues; trains IT staff on specific network operations as necessary; creates and provides system documentation for site technicians and training.

Receives and responds to escalation IT request in areas of responsibility in a timely and professional manner.

Maintains awareness of new and emerging technologies of potential benefit to District operations and programs; assists in identifying, procuring and implementing new systems and equipment.

Attends training, Webinars and conferences as necessary to keep skills current and enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

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People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

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“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a Degree in related field or graduation from a certified or technical program or appropriate industry certification.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires valid state driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

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Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to bright/dim lights, dust or pollen, electrical shock, heights.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director of Information Technology

Supervises:

N/A

PAY GRADE: From: DSSIII To:

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 6/14/2022

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