



Pickens County Board of Education Job Descriptions

NETWORK ADMINISTRATOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Director of Technology Services

QUALIFICATIONS: 1. Three years successful work-experience designing and configuring structured networks and supporting LAN products and applications.

2. Hands – on experience with TCP/IP, Ethernet, fast Ethernet, Hub's, multi-protocol routers and switches.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Ensure the proper operation of Local and Wide – Area networks throughout the school district, and provide second – level hardware, software and networking support.
- Research and recommended new technologies that may add value and quality to the school system operations.
- Provide hardware, software and networking support to endusers throughout the county.
- Design and configure systems to operate according to design specifications within assigned work area.
- Coordinate and actively participate in the installation of new technology – based labs.
- Consult with users to define technical needs and requirements.
- Exercise discretion within assigned work areas, and make recommendations to facilitate the needs technology solutions.
- Ensure that the technology naming and numbering standards are followed.
- Define training needs and requirements to ensure smooth network operations.
- Thoroughly documents unique networking solutions and configurations, and share information with technology personnel.
- Setup, test and provide training on all technologies as acquired by the school system.
- Attend and participate in staff meetings.

- Professionally represent the school district at meetings, conventions and conferences when required and approved.
- Maintain a positive, professional and safe work environment.
- Perform and promote all activities in compliance with equal employment nondiscrimination policies of the Pickens County School District.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review current developments, literature and technical sources of information related to job responsibility.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.