



**MILLBRAE ELEMENTARY SCHOOL DISTRICT  
NETWORK ADMINISTRATION SPECIALIST  
CSEA SALARY RANGE 42  
12 MONTHS**

**REQUIREMENTS**

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|------------------------------|--|
| A. Education                 | Bachelor's Degree in Information Technology, Computer Science or a related field<br><br>Preferred: CCNA (Cisco Certified Network Administrator) and/or MCSE (Microsoft Certified Solutions Expert) |
| B. Experience                | Required: 5 or more years of successful experience in network and messaging environment<br>Preferred: 2 or more years of school district eXperience  |
| C. License or Certifications | Required: Ability to possess and maintain a valid California Driver's License  |

**POSITION DESCRIPTION**

Under the general supervision of the Director of Educational Technology, the Network Administration Specialist will manage resources and perform technical duties related to the maintenance and operation of district LAN, WAN, telephone, messaging and communication systems. This includes but is not limited to such items as providing guidance and leadership to resources during hardware and software troubleshooting and problem resolution, user assistance, equipment installation, testing and maintenance; troubleshooting and maintaining the district's data and voice communications networks and other installed communication architectures and protocols including but not limited to email and unified communications, and to perform related work as assigned. The network administration specialist-exercises independent judgment within the framework of established policies and procedures. This classification performs a variety of network management, strategic planning, as well as specialized and technical functions related to the district's Wide-Area Network, Local-Area Networks, e-mail and telecommunications systems.

**DUTIES AND RESPONSIBILITIES**

- A. Assists in managing both direct and indirect resources in the monitoring and maintenance of the operation of district LAN, WAN, and telephone systems; assists resources with conducting routine diagnostic tests and makes site visits in response to user reports in order to investigate, define and resolve operating problems.
- B. Manages and maintains the District Databases, and access, security, data entry standards, and reporting capabilities of such systems; including the Student Information System, the employee database, the library databases, and the equipment inventory database.

Position Inception March 2022  
Replacing Technology Specialist/NT System & Application Administration  
Board Approved 3.1.2022

- C. Coordinates the installation and adjustment of LAN, WAN, and telephone cabling systems, switches, firewalls, routers, servers, telephone switches, microcomputers, peripherals, and associated software.
- D. Guides resources in the editing, inputting and maintenance of network-related security system files; provides oversight of adds/deletes of users and assigns rights within the data and voice network framework.
- E. Ensures the expeditious resolution of network-level communications problems to ensure users continuous access to all available networks.
- F. Lends expertise to resources in the performance of basic network equipment maintenance and repair; as well as performance of diagnostic tests to identify malfunctions and as an expert level resource either assists team members with major repairs/problems toward resolution or directs team members to appropriate source for correction when warranted; assists in reviewing network equipment for repair and replacement recommendations.
- G. Coordinates installation of upgrades to application software related to voice and data networks.
- H. Provides training, consulting and long term strategic planning to staff in the operation of LAN, WAN, and related equipment.
- I. Works with telecommunications providers to secure the highest quality products and services.
- J. Ensures the proper and safe use, transportation, and storage of equipment.
- K. Maintains records and prepares reports related to network equipment, service, and parts.
- L. Attends or delegates attendance to necessary accounting, curricular, construction or planning meetings as invited.
- M. In concert with dedicated purchasing personnel, prepares technical specifications related to the network infrastructure necessary for all RFP's, RFQ's, and subsequent technology bids.
- N. Evaluates telecommunications system functioning and makes written recommendations on a regular basis for planned expansions/contractions/modifications in a fiscally responsible fashion.
- O. Manages the district communication system with a goal of zero downtime.
- P. Works with the Director of Educational Technology and assists in managing and enforcement of appropriate policies and guidelines, to deliver a robust yet secure and efficient messaging environment.
- Q. Coordinates with the Director of Educational Technology the process to secure appropriate funding sources and discounts such as E-Rate, CTF, CALNET, etc.
- R. Generates utilization reports and analysis for use in making appropriate short term and long term system performance and reliability decisions.
- S. Assists with the maintenance of the video surveillance system throughout the district.
- T. Other relevant duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- A. Principles, capabilities, and operations of operating systems, computer hardware, software, email/messaging systems and peripheral devices related to local, wide-area, and telecommunications networks.
- B. Principles of local, wide-area, and telecommunications network design.
- C. Data transmission protocols.
- D. Methods of network connectivity.
- E. Configuration and installation of both network hardware and network security systems.
- F. Tools, equipment, and procedures used in the diagnosis, maintenance, and repair of networks.
- G. Applicable laws, codes, regulations, and policies, including security of data.

- H. General office practices and procedures.
- I. Policy and guidelines for the effective management of the network and all district communication systems.

#### **ABILITY TO:**

- A. Install, adjust and operate a variety of network system hardware and software.
- B. Troubleshooting network problems and taking appropriate corrective actions.
- C. Implement network system activities and services.
- D. Facilitating and managing projects and developing action plans.
- E. Scheduling, performing and monitoring a variety of tasks in accordance with priorities and timelines.
- F. Instructing and assisting others in the proper use of equipment, computers, and software.
- G. Reading and interpreting technical documents such as installation, operation, and repair manuals.
- H. Maintaining accurate records and preparing clear reports.
- I. Work independently and use sound judgment within the framework of policies, procedures and guidelines.
- J. Establish and maintain effective working relationships with those contacted in the course of work.
- K. Direct, coordinate and manage data and voice network operations to meet needs and requirements.
- L. Organize, prioritize and coordinate workflow.
- M. Identify errors or problems and take appropriate action, and assist others in the same.
- N. Communicate technical information clearly and effectively.
- O. Interpret and apply relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- P. Plan, budget, and team build.
- Q. Adjust regular assigned hours as needed to maintain network integrity.

#### **PHYSICAL DEMANDS**

- A. Manual dexterity sufficient to write legibly and operate standard classroom and office equipment.
- B. Vision range near and far sufficient to read printed materials and information displayed on computer monitors.
- C. Auditory range sufficient to hear verbal communications, both near and far is essential.
- D. Speech sufficient to transmit verbal information.
- E. Upper and lower body strength sufficient to lift, push or pull up to 50 pounds without assistance. (50+ pounds with assistance)
- F. Flexibility sufficient to bend at the waist, kneel and crouch for extended periods of time.
- G. Ability to squat, twist, stoop, kneel and bend.
- H. Ability to sit, stand and walk for sustained periods of time.

#### **ENVIRONMENTAL CONDITIONS**

Classroom and office work environment subject to frequent interruption and travel within the district to perform duties. There are no extreme climatic conditions involved and the noise level is moderate. There are no known vibrations, hazards or atmospheric pollutants present. Potential for contact with blood borne pathogens, bodily fluids and communicable diseases. Potential for contact with dissatisfied or abusive individuals.