

## Chittenden Central Supervisory Union Job Description

<b>JOB TITLE:</b>	<b>Network Administrator</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>UPDATED:</b>	<b>5/13/03</b>

**POSITION OBJECTIVES:** Directs, coordinates and maintains local area computer network activities of the Chittenden Central Supervisory Union, Union #46 School District and Essex Junction School District to maximize system effectiveness and efficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Manage systems infrastructure projects as assigned.
- Provide day-to-day network server administrative and maintenance tasks for the corporate network including but not limited to mail server, network printing, Internet access, connectivity to all sites, all NT/Windows 2000 Servers, Novell Servers, Linux, all Cisco routers and switches.
- Provide wide-area network support (SDSL, leased line, dial-in, Internet, etc.) to users and remote locations.
- Develop working relationships with and effective use of outside vendors in supporting the corporate network environment. Evaluate products and services; create bid lists and subsequent purchase orders.
- Develop and maintain network operating systems release upgrade plan.
- Create and coordinate project plans; estimate the scope of project, determine resources needed, coordinate timeline with other staff, etc.
- Designs, specifies, configures, installs and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling, and Internet service providers.
- Develops and implements policies and procedures related to network hardware and software acquisition, use, support security, and backup.
- Trains staff on software and equipment usage.
- Develops and communicates standards for use, operations, and security of network, personal computers, and data.
- Consults with department managers to develop system solutions consistent with organizational objectives.
- Negotiates contracts with and coordinates activities of hardware, software, telecommunications, support, and training vendors.
- Develops and implements disaster recovery procedures.
- Provide on-call support on a regular basis.

- Assist all IT staff as indicated by the Director.

**SUPERVISION RECEIVED:**

Reports to and evaluated by the Information Technology Director

**SUPERVISORY RESPONSIBILITIES:**

Trains and assigns/directs the activities of several persons; may advise on hiring and performance review to a limited extent, but is not considered responsible for quality of work or personnel decisions

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** BA in Computer science or related field preferred; 3 to 5 years as a network administrator preferred, in a multi operating system environment, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Certifications and Licenses.** Certifications in Microsoft, Novell and/or Cisco preferred. Ability to obtain certifications in Microsoft, Novell and/or Cisco required. Valid VT Driver's License also required.
- **Language Skills.** Intermediate. Ability to read, analyze and interpret documents such as professional journals, technical procedures, and operating and maintenance instructions. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from groups of administrators, faculty, staff and students.
- **Mathematical Skills.** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability/Mental Requirements.** Ability to arrive at logical or rational decisions with regard for timing, feasibility, and consequences. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, and representatives of outside organizations both orally and in writing. Ability to work cooperatively and effectively with peers, subordinates, supervisors, students, and outside agencies.
- **Others related skills.** Demonstrated project leadership skills. Ability to plan and organize work to maximize productivity and meet deadlines. Ability to effect and influence others as a result of disposition, discretion, enthusiasm and sincerity. Ability to observe things that need to be done and initiate action. Willingness and ability to accept change.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed humid conditions; high, precarious places; heavy dust; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.