

**WEST DES MOINES COMMUNITY SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE Network System Administrator

CLASSIFICATION Supervisor/Specialist

IMMEDIATE SUPERVISOR Director of Technology

JOB SUMMARY

Manage the district's network services, including maintaining core network devices, file storage, print services, and backup systems. Coordinates selection, purchasing and maintenance agreements for district servers and WAN/LAN network devices.

QUALIFICATIONS

(Skills, Knowledge, Abilities, Education, Certification/Licensure, Experience, Equipment)

A. Skills, Knowledge and Abilities

1. Ability to relate successfully with students, staff, administrators, and vendors.
2. Effective oral and written communication skills.
3. Ability to handle diversity in an objective manner.
4. Ability to work independently.
5. Strong working knowledge of PC/Network hardware and operating systems.
6. Ability to meet deadlines in a timely manner.
7. Ability to anticipate problems and take preventative action.
8. Knowledge of budgeting procedures and management related to areas of responsibilities.
9. Ability to perform diagnostic examinations and repair of computers and network devices.
10. Ability to plan and implement scheduled preventive maintenance.
11. Experience in local area network and wide area systems required.
12. Knowledge of telecommunications systems.

B. Education

1. High school diploma or equivalent.
2. Two years technical training in a related area highly desired.

C. Certification

1. A+ certification highly desirable.
2. Valid driver's license preferred.

D. Experience

Computer system assembly, configuration and repair experience desired.

SUPERVISION OF OTHERS

N/A

ESSENTIAL JOB FUNCTIONS

1. Responds to end users' requests regarding network services.
2. Manages district's core WAN/LAN equipment.
3. Maintains file storage and print services.
4. Manages LAN and WAN installation, implementation and maintenance.
5. Coordinates and manages the planning and implementation for the security of the district's technology systems.
6. Manages software-hardware backup and recovery procedures district wide.
7. Designs, implements and manages the district's wireless networks.
8. Assists in the coordination of both off-site and on-site servicing procedures.
9. Assists in the assembly and placement of new equipment as needed.
10. Assists with building cabling projects as requested.
11. Serves as a contributing member of the Instructional Technology Advisory Committee (ITAC).
12. Maintains an inventory of hardware and software within the district related to job responsibilities.
13. Provides information to the Director of Technology on all matters of relevance.
14. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

1. Frequent lifting of 100 pounds maximum; frequent lifting and/or carrying of up to 50 pounds.
2. Mobility as needed to visit all district buildings and classrooms.
3. Must be able to drive a personal vehicle or to provide transportation suitable to accomplish responsibilities.

WORKING CONDITIONS

1. Extensive travel to district sites required.
2. Frequent weekend and evening hours may be required.

TERMS OF EMPLOYMENT

1. 12 month position.
2. Per Board Policy and administrative guidelines.
3. Performance evaluated per Support Staff Performance Evaluation Handbook.

Adopted Date October 2000 Revised Date September 2006

West Des Moines Community School District is an Equal Opportunity/Affirmative Action Employer. The district does not discriminate based on race, creed, color, religion, national origin, sex, age, sexual orientation, physical or mental disability and will provide reasonable accommodations to qualified individuals with disabilities.