Job Title:	Network Administrator	**Wage/Hour Status:**	Exempt
Reports to:	Network Infrastructure Manager	**Pay Grade:**	506
Dept/School:	IT	**Date Revised:**	January 19, 2022

Primary Purpose

Analyze, implement, configure, monitor, and troubleshoot the district's network systems. Ensure highest standards with performance and availability of data infrastructure, and maximum network availability.

Qualifications

Education/Certification

Bachelor's Degree in Computer Science or related field. Two (2) years related experience with network/system administration, installation of networks/systems and associated operating systems, network/systems configuration, monitoring and troubleshooting, in an organization approximating EPISD's size and complexity.
OR
High School Diploma/GED and Six (6) years related experience with network/system administration, installation of networks/systems and associated operating systems, network/systems configuration, monitoring and troubleshooting, in an organization approximating EPISD's size and complexity. Certifications (current within the past four years): Network+ or CCNA Routing and Switching.

Special Knowledge/Skills

- Ability to communicate effectively (verbally, written, electronically)
- Knowledge of network routing, switching and wireless
- Knowledge of Windows, iOS, MacOS, Linux, Android, and Cisco IOS and NXOS operating systems
- Knowledge of networking equipment and software configurations
- Knowledge of EIA/TIA Structured Cabling standards
- Ability to diagnose complex network problems
- Knowledge of VoIP Protocols and security standards
- Knowledge of wireless networks to include Wireless Controllers (on premise and cloud), 802.1X, RADIUS
- Ability to troubleshoot Cisco wireless networks, access points, and wireless controllers (cloud and on-premises)
- Ability to configure and troubleshoot Cisco layer 2 and 3 switches, software configurations, and associated protocols
- Ability to configure and troubleshoot network management and monitoring systems (Cisco ISE, SolarWinds, TACACS)
- Ability to troubleshoot computer networks using protocols such as TCP/IP, SNMP, IGMP, Multicast, LDAP, IPSEC, etc.
- Ability to configure and troubleshoot DNS/DHCP, BIND including InfoBlox appliances
- Ability to configure and troubleshoot Next-Generation Layer 7 firewalls

Major Responsibilities and Duties
Network Management and Technical Support

1. Utilize system and security tools to secure networks and connected client systems.
2. Assist with network performance issues; provides recommendations to improve all network/server systems.
3. Install, operate, test, and maintain network hardware and software.
4. Manage projects involving upgrades and changes of the network infrastructure.
5. Monitor network equipment via management applications and tools such as Cisco ISE and Solar Winds.

6. Work with users and technical staff on problem determination and resolution of network problems.
7. Identify and resolve network-related hardware and software problems.
8. Perform routine preventative maintenance on network-related hardware.
9. Analyze and monitor network performance issues; provide recommendations to the Network Infrastructure Manager for improvement of the network systems.
10. Assist with implementation and maintenance of network-related hardware and software.
11. Install, maintain, and operate District Infoblox DHCP/DNS appliances.
12. Install, maintain, and operate District Palo Alto firewall.
13. Install, maintain, and operate District Cisco ISE system.
14. Install, maintain, and operate District edge BGP router.
15. Perform disaster-recovery and restore procedures on District servers (virtual and physical).
16. Work closely with other network staff to ensure efficient operation of District networks.
17. Assist other technical staff with network and application related problems.
18. Work with vendors to carry out statements of work and completion of projects.
19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Included but not limited to: Management applications and tools, Cisco ISE, SolarWinds, VMware vSphere, Cisco TACACS, Infoblox Trinzic DHCP/DNS appliances, Cisco Layer 2 and 3 switches, routers, personal computer/laptop, other related equipment.

Physical and Mental Job Requirements
Mental Demands/Physical Demands/Environmental Factors
Maintain emotional control under stress. Repetitive hand motions and prolonged use of computer. Occasional prolonged and irregular hours, ability to communicate effectively (verbally, written, electronically), Work with frequent interruptions. After-hours/holiday/weekend work for upgrades, maintenance, troubleshooting., maintains emotional control under stress. Work with frequent interruptions. After-hours/holiday/weekend work for upgrades, scheduled maintenance, troubleshooting.

Terms of Employment
226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____