Herkimer County

NETWORK ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, developing, implementing, and servicing instructional and non-instructional technical equipment in a school district. The work involves exposure to sensitive and confidential information in the area of records and security. The incumbent is responsible for protecting the security and confidentiality of a school districts technology network and establishing a level of technical support to enable a school district to fully integrate computing and other support technology for both instructional and administrative purposes. The incumbent reports directly to and works under general supervision from the Superintendent and/or Business Manager.

TYPICAL WORK ACTIVITIES: (Illustrative only)
-Establishes a preventive maintenance program for technical equipment in a school district;
-Establishes purchasing standards for instructional support equipment;
-Maintains the computer system operational security to ensure confidentiality with sensitive data;
-Assists in training of new users and new applicants of technical equipment and programs;
-Designs, develops, supports, and implements computer applications as well as local area network (LAN)
        operating systems;
-Installs, customizes, and maintains all vendor supplied software for LAN operations;
-Monitors and adjusts LAN system for optimal performance;
-Studies and evaluates substantive programs and operations methods and procedures to determine
        adaptability to electronic data processing methods;
-Generates, customizes and supports communications software;
-Gathers information regarding processing volumes, processing time and projected operating costs to assist
        in the analysis of cost statistics;
-Develops and maintains the technology budget for the school district;
-Coordinates the planning, development, and ongoing revision of a District Technology Plan;
-May maintain a district's telephone system, alarm system and satellite television network;
-Performs other duties as required by law or assigned by the Superintendent.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONNEL CHARACTERISTICS: Good knowledge of LAN hardware, software and equipment; good knowledge of the principals and practices of installing, modifying and maintaining local area network hardware, software, and equipment; good knowledge of the operation of personal computer hardware and software; working knowledge of a school districts programs, priorities, and initiatives as they relate to information technology; ability to install, update and maintain LAN hardware, software, and equipment; ability to diagnose hardware and software problems and devise a resolution for the problem; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either-
(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and one (1) year of experience involving the installation of microcomputer hardware and software and configuration and administration of local wide area networks; **OR**

(B) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and three (3) years experience as defined in (A) above; **OR**

(C) Five (5) years full time or its part-time equivalent experience as defined in (A) above; **OR**

(D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Competitive Class
Adopted 5/21/2007 Personnel Officer