

FLEMINGTON-RARITAN REGIONAL SCHOOLS

JOB DESCRIPTION

TITLE: ASSISTANT NETWORK ADMINISTRATOR

QUALIFICATIONS:

Minimum

1. Graduation in computer science/information technology from a nationally accredited 2 or 4-year college or technical school, or equivalent education/work experience/certifications from accredited technical programs.
2. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
3. One year work experience with networks.

Desirable

1. Novell Administrator –Experience
2. Microsoft Certified Professional –MCSE
3. Experience in a school environment.
4. Familiarity with Apple technology
5. A+ Certification - Institute for Certification of Computing Professionals

REPORTS TO: Supervisor of Technology

JOB GOAL: Support the District Technology Plan by maintaining and upgrading the district's computer technology systems

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Maintain and upgrade district technology equipment.
2. Install, setup, and troubleshoot all applications for both Apple and Windows Operating Systems.
3. Install, setup, and troubleshoot all Apple and Windows Operating Systems.
4. Install and configure Windows, Apple, and Novell based network operating systems.
5. Install, configure and upgrade workstations.
6. Set-up applications for the network.
7. Install and configure Ethernet network hardware.
8. Configure the servers and workstations to support TCP/IP.
9. Set-up TCP/IP network and use TCP/IP protocols.
10. Configure and deploy Blackberry communication devices.
11. Configure network print server, network printers, and necessary drivers.
12. Maintain a high level of knowledge of the following and stay abreast of emerging technologies:
 - Current Windows, Apple and Novell based network operations systems.

- Network protocols and physical layers, especially TCP/IP, and IPX/SPX.
 - Network topology and design.
 - Layer 2 & 3 routing for routers and switches.
 - Electronic mail systems; Microsoft Exchange/Outlook/Entourage
 - Data systems; SQL Server
 - Web based technologies
 - SMS
 - Spam filters, proxy servers, and firewall
13. Interact with users in a timely and considerate manner.
 14. Train the Computer Technician.
 15. Perform any other such duties as the Information Technology Manager may deem necessary in order to effectively coordinate the program.

SECONDARY PERFORMANCE RESPONSIBILITIES:

1. Assist in the identification and resolution of network related issues.
2. Assist in the maintenance of all server side Client/Server programs used throughout the district, both business, and education.
3. Investigate and test viable network software solutions to meet the District's technology goals, and needs.
4. Assist in the maintenance of the district website architecture/design.
5. Assist with deployment/maintenance/troubleshooting of wireless access points.

TERMS OF EMPLOYMENT:

Salary for a twelve-month work year to be determined by the Board and to commensurate with experience.

EVALUATION:

Performance of this job will be evaluated annually by the Supervisor of Technology in accordance with the board's policy on evaluation.

APPROVED BY: Board of Education **DATE:** June 12, 2000

REVISED: June 11, 2007