



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: NETWORK ADMINISTRATOR

QUALIFICATIONS:

1. High school diploma or G.E.D.
2. Two (2) years in business technology experience, preferred.
3. Basic understanding of TCP/IP networks and Windows operating environment.
4. K-12 school district knowledge, preferred.

PHYSICAL REQUIREMENTS: Heavy

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Solves practical problems working with a variety of variables in situations where only limited standardization exists.
2. Identifies and resolves problems with hardware and software including Chromebook, Windows, Apple devices, printers classroom technology devices, telephones, security cameras and door access controls.
3. Responds and troubleshoots problems reported through the Help Desk ticket system.
4. Provides excellent customer service.
5. Utilizes strong organization, time-management, problem solving, troubleshooting, communication skills and ability to stay current on technology.
6. Troubleshoots and repairs LAN/WAN network performance and associated hardware including firewalls and Wi-Fi.
7. Performs responsibilities outside normal business hours if required.
8. Performs other duties as assigned.

TECHNOLOGIES:

1. Help Desk ticketing systems (Manage Engine, ServiceNow)
2. Microsoft ecosystem, Active Directory, SCCM, InTune, Windows and Office
3. Various vendors: workstations, laptops, Chrome Books, classroom technology, telephone system, point-of-sale
4. Extreme routers/switches
5. Secure Video and Access Control systems (Panasonic security camera/DSX)

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

Revised: APPROVED MAR 07 2023
Adopted by Bay District School Board: Dec. 8, 2020
Revised: 6/22/21