



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

**TITLE: SENIOR NETWORK ADMINISTRATOR**

**QUALIFICATIONS:**

1. High school diploma **OR** six (6) years in business technology experience.
2. At least five (5) years' experience with TCP/IP networks and Windows operating environment.
3. 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. Configures, troubleshoots and monitors LAN/WAN network performance and associated hardware including firewalls and Wi-Fi.
2. Configures, troubleshoots and monitors tools such as SCCM, InTune and Azure/GSuite management portals.
3. Configures, troubleshoots and monitors single sign on technologies such as Identity Automation.
4. Configures, troubleshoots and monitors enterprise telephone systems.
5. Documents processes or technologies and helps teammates understand complex topics.
6. Manages and administers system updates and patching in an enterprise environment.
7. Develops, installs and maintains systems level scripts or other automation.
8. Solves practical problems working with a variety of variables in situations where only limited standardization exists.
9. Solicits from vendors, validates terms/pricing and submits software purchases for approval.
10. Delegates assignments, follows-up and provides feedback related to team members' execution of assignments.
11. Provides excellent customer service.
12. Utilizes strong organization, time-management, problem solving, troubleshooting, communication skills and ability to stay current on technology.
13. Performs responsibilities outside normal business hours if required.
14. Performs other duties as assigned.

**TECHNOLOGIES:**

1. Help Desk ticketing systems (Manage Engine, ServiceNow)
2. G-Suite for Education
3. Microsoft ecosystem, Active Directory, SCCM, InTune, Windows and Office
4. Extreme routers/switches
5. Palo Alto firewall
6. Avaya telephone and Public Announcement systems
7. ID management integration services (Rapid Identity)
8. Various vendors: workstations, laptops, Chrome Books, classroom technology, telephone system, point-of-sale
9. Cloud implementations (Azure, Google, AWS)

**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.

*Shirley Baker*

Reviewed by Dept of Human Resources

APPROVED DEC 08 2020

Adopted by Bay District School Board