Position Description

Position Title: Network Administrator

Classification: Instructional Technology

Relationships: Reports to: Director of Technology

Works with: Other staff as needed

Terms: 260 days per year, 8 hours per day

Position Goal:

To provide network administration of servers and applications and other technologies that support the instructional and administrative functions of the district.

Position Qualifications:
Required
- 2 year degree in MIS, computer science, or related field.
- Experience with deploying and managing servers in VMWare environment.
- Minimum of 3 years of work experience with managing server applications and databases.
- Basic computer programming, scripting, and powershell experience
- Knowledge of website custom page development.
- Skilled at automating workflows and processes
- Experience with queries, exports, and database integrations
- Work experience with supporting desktops/laptops including Windows and Macintosh platforms and peripherals including printers, copiers, document cameras, interactive whiteboards.
- Ability to research and provide direction for future server and application improvements
- Strong understanding of applications and databases including building data exchanges between applications.
- Possess the technical skills to provide for the diagnosis and correction of problems with computers, software, and related technology.
- Strong understanding of personal computer based applications in a network environment.
- General working knowledge of networks, WANs, infrastructure, topologies, and the interconnectivity of related technology.
- Ability to communicate effectively, both verbally and in writing.
- Possess the thinking, problem solving, and technical skills for problem identification and resolutions to computers and database applications.
- Ability to prioritize tasks and meet deadlines.
- Demonstrate the ability to think dynamically, troubleshoot complex problems, and learn new technologies quickly.
- Read, understand, and apply complete technical information.

- Possession of valid Wisconsin driver's license.

Desired
- Oracle and sql database experience
- Report writing experience
- Computer programming language skills.
- Experience in technology support in an educational setting

Essential Duties and Responsibilities:
Technical
- Install, configure, manage and maintain all database applications (business, curriculum, student information, communication, special education, HR, food service, busing, recreation, website, etc).
- Create images and install packets for all platforms.
- Research and develop for future application improvements including reports, application performance, integrating databases data.
- Managing multi-step technical projects from pre-planning to implementation to post implementation.
- Document application configurations.
- Tune database performance.
- Provide system analyst duties to coordinate end user needs with application functionality.
- Keep current on software updates, new features, and added functionality, and make recommendations on the system.
- Manage data security and recovery control.
- Integration of data from one system to another.
- Manage/prioritize help desk tickets and assist with end user support or help desk requests as needed.
- Provide backup to IT functions.

Other
- Attend personal/professional development activities to increase skills and keep informed on innovations and current trends/practices in the areas of responsibility.
- Perform other assigned duties.

Physical Demands of Essential Functions:

While performing the duties of this job, the employee is:
- Frequently required to lift 50 lbs from ground level to desk height
- Regularly required to move equipment and furnishings, to fix equipment and cabling in difficult locations.
- Expected to attend work regularly.
- Responsibilities regularly require travel to various school sites.
- Responsibilities periodically require work to be done outside of traditional work hours.

12.9.22