ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR III

BASIC FUNCTION:

Under the direction of the Chief Technology Officer or designee, administer and coordinate the District's data, voice and video communications network. Perform advanced technical work in design and installation of information communications and cabling equipment. Provide operational support to users. Make recommendations for enhancements and upgrades to network system.

ESSENTIAL FUNCTIONS:

The Network Administrator III may be responsible for any or all of the following activities:

Plan, implement, coordinate and perform installation and enhancement of network equipment, including routers, switches, wireless access points and controllers, network security, monitoring and management systems, etc.

Plan, implement, coordinate and perform installation, enhancement and support of voice-over-IP system equipment.

Plan, implement, coordinate and perform installation, enhancement and support of IP video cameras and related equipment such as network video recorders.

Coordinate network system changes with staff, ensuring uninterrupted computer services to District users.

Monitor network and computer system configuration and performance and make recommendations to meet customer needs and support district goals.

Participate in development and implementation of networking strategic plans to meet established goals.

Participate in the development and compliance with standards for networked computing environments.

Provide operational and technical support of advanced information network hardware and software.

Develop, prepare and maintain a variety of records and reports related to assignment activities; develop and prepare documents related to network hardware, software and cabling maintenance, inventory and usage.

Travel to District sites to troubleshoot network hardware and software related problems; determine and perform repairs and upgrades to network cabling systems.

Evaluate customer requests and projects, analyzing requirement and pertinent technical solutions.

Maintain current knowledge of technological advances in the field.

Operate a variety of office equipment including a telephone, fax machine, copier, computer and assigned software; operate a vehicle to conduct work.

Perform other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Computer hardware system, peripheral equipment, software applications and languages and peripheral devices utilized by the District.
LAN, WAN and data communication systems operation, analysis and design.
Data communication advanced protocols/trace and performance analysis, access methods, architectures.
TCP/IP protocol and components including SNMP, SMTP, HTTP, ICMP based monitoring systems.
BICSI cabling standards.
Power over Ethernet (PoE).
Session Initiation Protocol (SIP) and its use in a Voice-Over-IP (VolP) system.
Virtual Local Area Networks (VLANs), Wireless Local Area Networks (WLANs) and Virtual Private Networks (VPNs).
Selection, installation and administration of Ethernet, OSPF and TCP/IP networks for LAN and WAN equipment.
DNS, DHCP and IP Address Management techniques (DDI).
Materials, methods and tools used in the installation, operation and repair of computer systems and applications.
Operation and installation of Windows Server, Linux, Mac OS and VMWare.
Communication standards and limitations.
Network+, Mitel, MCSE or other network certifications.
Network management systems such as Solar Winds or Intermapper.
OSPF and BGP design and management.
Operation of diagnostic tools, such as HP Wirescope and Fluke Network Assistant.
District organization, operations, policies and objectives.
Policies and objectives of assigned program and activities.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.

ABILITY TO:
Serve as a technical resource to District personnel.
Prepare records and reports related to assignment activities.
Isolate and resolve hardware and software problems.
Design TCP/IP sub-networks and establish router configurations for OSPF environments.
Utilize resources such as technical reference manuals, hardware specifications and troubleshooting guides to identify solutions.
Maintain network site documentation.

Meet schedules and timelines.
Plan and organize work.
Prioritize and schedule work.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Sit for extended periods of time.
Successfully pass the employee entrance evaluation (strength test).
Bend at waist, kneel and crouch to perform repairs.
Operate a computer and assignment equipment.
Effectively communicate in order to exchange and understand information.
Read and analyze a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Required:
Minimum of 5 years' professional experience administering/managing large-scale
technology infrastructure systems and services.

Preferred:
Bachelor's degree in computer science or related field.
Industry standard certifications.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Employee Entrance Evaluation (strength test).

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

BOARD APPROVED: July 19, 2022