

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR NETWORK ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Chief Technology Officer or designee, administer and coordinate all aspects of the Elk Grove Unified School District's data, voice and video communications network; assist personnel in setting up new network expansion; train and evaluate personnel in site network component usage.

DISTINGUISHING CHARACTERISTICS:

The Senior Network Administrator is an advanced technical and analytical position responsible for technical consulting, systems design, and management of the district network.

ESSENTIAL FUNCTIONS:

Plan, research, review, recommend and implement expansions for all Local and Wide area networks for the school district, to include inter- and intra-campus communications systems for data, video, and voice communications.

Evaluate enterprise networking components and infrastructure; develop detailed analysis reports and recommendations for network and data communications systems.

Perform communication and networking systems analysis and design planning for integration of new and existing computer/information systems into Local/Wide Area network.

Act as a primary contact for support staff activities, scheduling and task assignment.

Evaluate customer requests or projects; analyze requirements and pertinent technical information to develop and implement quality, cost effective solutions.

Design and test LAN and WAN configurations including TCP/IP protocol stacks, switches, routers, wireless, LAN interface cards and other LAN and WAN interconnect equipment.

Develop and maintain documentation including procedures, network maps, policies and reference materials.

Set up, monitor and maintain network monitoring systems to assure highest possible levels of network "uptime", maximize network throughput, and assist technical support personnel in quickly isolating any outages.

Coordinate and provide technical direction, advanced technical support and training to appropriate external and internal technical staff.

Monitor and manage workflow of network support staff.

Analyze and participate in the development of security standardization and implementation of security controls for Local and Wide Area Networks and attached systems, enterprise wide.

Coordinate network system changes with appropriate support staff, to assure uninterrupted computer services to all school district users.

Participate in the development and enforcement of communications and networking systems, desktop, server and other network device standards and policies for connected computing environments.

Participate in the development and implementation of enterprise-wide short- and long-range data communications and enterprise networking strategies.

Provide budget preparation assistance regarding data communications systems.
Perform other duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- LAN, WAN and data communication systems operation, analysis and design.
- Data communication protocols, access methods and architectures.
- Advanced protocol/trace analysis and performance analysis.
- Communication standards and limitations.
- Windows and Mac operating systems.
- Network data communications and computer system diagnostic aids and tools.
- Licensing, building and fire codes, BICSI standards and legal considerations regarding electronic data communications and cabling.
- Network security management, access and authentication data integrity, business recovery, operating environment requirements and physical security.
- TCP/IP protocol and all of its components including SMTP, SNMP, HTTP and ICMP.
- 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:

- Plan, research, review, recommend and implement Local and Wide area network expansions.
- Evaluate enterprise networking components and infrastructure.
- Develop detailed analysis reports and recommendations for network and data communications systems.
- Perform communication and networking analysis and design planning for network integration.

Evaluate customer requests, analyze requirements and information, and develop and implement quality solutions.

Design and test interconnect equipment.

Develop and maintain network documentation.

Set up, monitor and maintain network monitoring systems.

Coordinate and provide technical direction, support and training to technical staff.

Analyze and participate in the development of security standardization and implementation of security controls.

Coordinate network system changes with appropriate support staff.

Participate in the development and enforcement of network device standards and policies.

Participate in the development and implementation of data communications and enterprise networking strategies.

Provide budget preparation assistance regarding data communications systems.

Isolate and resolve hardware and software problems.

Design TCP/IP sub-networks and establish router configurations for OSPF BGP environments.

Maintain current knowledge of technological advances in the field.

Maintain consistent, punctual and regular attendance.

Sit for extended periods of time.

Operate a computer and assigned equipment.

Effectively communicate in order to exchange and understand information.

Read and analyze a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Required:

Minimum of 7 years' professional experience administering/managing large-scale technology infrastructure systems and services, project management and/or large technology deployments.

Preferred:

Bachelor's degree in computer science or related field.

Industry standard certifications.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office Environment.

BOARD APPROVED: July 19, 2022