

Santa Rosa County School District
Job Description
Enterprise Network Administrator

Reports To: Assistant Superintendent, ITS
FLSA Status: Exempt
Department: Information Technology Services
Prepared by: Human Resources
Date: September 10, 2019
Job Code: 11040
Position #: 44153
Range: 24

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Assist with the design and manage the enterprise network infrastructure.
- Create and maintain comprehensive network management documentation.
- Administer systems that support enterprise network management.
- Actively monitor and troubleshoot Internet/WAN connectivity, enterprise network performance, and security issues.
- Work effectively as part of a collaborative team.
- Provide input on information technology goals and related projects.
- Train and provide troubleshooting procedures to Technical Support personnel for school-based network issues.
- Troubleshoot problems associated with server platforms and network functionality.
- Manage and troubleshoot network related issues.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Minimum Qualifications & Skills:

- Graduation from an accredited college with associate's degree plus four years of enterprise-grade networking experience; or graduation from an accredited college with bachelor's degree in Computer Science or reasonably equivalent major plus two years of enterprise-grade networking experience.

- Based on the *Primary Duties and Responsibilities* – a comprehensive understanding of switching, VLANs, and wireless networking.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:

- Four years of enterprise-grade wireless networking experience.
- Microsoft Windows Server experience.
- Optional: RADIUS server management experience.
- Optional: Linux & macOS experience.

Physical Demands:

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff

Supervision Received:

Supervisor/Manager

Supervision Exercised:

Assigned Personnel