

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Network Administrator

Job Description
July 2020

Reports to: Chief Technology Officer

Status: Exempt

Term: 226 Days

Primary Purpose:

Administer and operate the district's central administrative computer networks. Develop, maintain, and monitor all district local area networks (LAN) and wide area networks (WAN). Responsible for installation, testing, and oversight of all network hardware, personal computers, software, and related equipment.

Qualifications:

Education/Certification:

Network Administrative experience preferred

HP/Aruba experience preferred

Special Knowledge/Skills:

Knowledge of LAN and WAN network design and installation

Knowledge of network hardware and software applications including routers, switches, access points, computers, printers, and other equipment

Knowledge of Aruba Network equipment and monitoring software

Ability to work with multiple operating systems and network protocols

Ability to analyze and resolve computer network problems including wireless and authentication

Strong organizational, communication, and interpersonal skills

Experience:

Two years experience performing network maintenance

Major Responsibilities and Duties:

Network Management

1. Identify and resolve network hardware and software problems.
2. Install and test network hardware, software, and upgrades.
3. Perform routine preventive maintenance on hardware.
4. Implement and maintain all Network system configurations.
5. Coordinate and monitor system utilization; recommend improvements as needed.
6. Assist in maintaining district image for desktops and mobile devices

Network Security

7. Utilize security best practices for installation and maintenance of Network Hardware.
8. Maintain wireless security as per district policies.
9. Maintain all backups of network hardware configurations

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10. Assist with implementation of a disaster recovery plan.

Technical Support

11. Serve as liaison to software and hardware vendors to maintain appropriate product support.
12. Maintain network design and configuration documentation.
13. Provide assistance to end users to identify and correct equipment and software related problems.

Other

14. Identify and recommend the acquisition of software and hardware to meet the automation and networking needs of district staff.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
17. Perform other duties as assigned.

Supervisory Responsibilities:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Repetitive hand motions; prolonged use of computer. Lifting and moving of heavy equipment; stooping, bending, and kneeling. Work on-call and after hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____