

Network Administrator

Branchburg Township School District

Branchburg, New Jersey

I. Title: Network Administrator

II. Qualifications:

- Degree in related field or equivalent combination of work experience and technical training
- Strong organization skills are necessary to keep inventory and technical documentation
- Knowledge of wireless configuration and mobile device management
- Knowledge of telecommunication systems such as PRI, POTS and VoIP.
- Expertise in the implementation, configuration and maintenance of network infrastructure
- Knowledge of virtual environments such as VMWare and SAN configuration
- Operational knowledge of network and routing protocols
- Operational knowledge of Windows Server and Active Directory
- Operational knowledge of switch configuration and programming
- Ability to implement, administer, and troubleshoot network infrastructure devices
- Ability to create network diagrams and documentation for design and planning network communication systems
- Analytical and problem-solving skills
- Dependable and flexible when necessary

III. Reports To: Information Technology Manager

IV. Job Goal: The Network Administrator position is responsible for managing and administering the school district networks by providing technical expertise to plan and coordinate the design, installation, and connectivity of computer and network systems to ensure the secure and stable operation of the organization's IT assets. This position also provides crossover support for the System Administrator as well as desktop support when needed.

V. Performance Responsibilities:

- **Operations**
 - Responsible for the day to day operations of the network infrastructure
 - Maintenance of framework distribution hubs
 - Configure, optimize, and upgrade firewalls, core/edge routers, access/distribution switches

- Rolling out new and maintaining existing hardware, onboarding new users, and safely disposing old equipment
 - Collaborate with technology team to ensure a cohesive network environment that is well documented, monitored, and sustained with balanced support
 - Research and evaluate emerging and innovative technologies and make recommendations for future upgrades or new systems
- **Network**
 - Maintenance, installation and configuration of network equipment
 - Wireless Network
 - Configuration/installation/management
 - Plan and upgrade to meeting district demands
 - Phone system support
 - PRI
 - Communicate with Xtel/Verizon for the repair or upgrade of concurrent transmissions of voice, data or video traffic as it relates to the Branchburg Network
 - POTS/VoIP (standard/emergency)
 - Mitel System Configuration and Server Support
 - Security and alarm system lines
 - POTS/Fax lines
 - Design and implement wired/wireless data, POTS/VoIP (standard/emergency), and video networks.
 -
- **Security**
 - Updating network equipment to the latest secure versions
 - Ensure security through access controls, backups and firewall port control
 - Stays up to date on the latest security threats and vulnerabilities responding accordingly, including keeping a security event response log
 - Manage security solutions, including firewall, anti-virus, and intrusion detection systems.
 - Monitoring
 - Collect and analyze data to optimize performance
 - Reviewing system logs for abnormalities
- **Server side management**
 - DHCP Configuration and Management
 - Manage security solutions, including anti-virus, and intrusion detection systems
 - Run and manage network and server monitors
 - Providing technical support and documenting virtual server processes
 - Scripting to automate server processes
- **Resource**
 - Works in close cooperation with Systems Administrator and collaborate on new projects

- Works with System Administrator in planning, installation, and documentation of network topology
- Maintain and document a current network map, inventory of equipment, and updated warranties
- *Performs other duties as assigned or as opportunities arise*

VI. Terms of Employment:

- Work year and salary to be determined by the Board consistent with the terms of any applicable negotiations agreement.

VII. Evaluation:

- In accordance with state regulations, Board of Education policy, agreement between Board of Educations and the Branchburg Township Education Association

Board Approval: June 2, 2022