



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Network Administrator
Payroll/Personnel Type:	12 Month
Job #:	8819
Reports to:	Deputy Superintendent for Accountability
Shift Length:	8 hours
Union Eligibility:	Not Eligible

Position Summary:

The Network Administrator perform duties required to monitor, administer and maintain the computer network, integrity of network virtualized servers and stand-alone servers.

Essential Functions:

- Analyze and isolate issues
- Monitor networks to ensure security and availability to specific users
- Evaluate and modify system's performance
- Identify user needs
- Maintain integrity of the network, server deployment, and security
- Ensure network connectivity throughout the District's LAN/WAN infrastructure is on par with technical considerations
- Design and deploy networks
- Perform network address assignment
- Assign routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers
- Maintain network servers such as file servers, VPN gateways, and intrusion detection systems
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches
- Monitor network computers and servers and virtualized environment to detect error messages that signal malfunction in software or hardware in order to maintain computer network and server integrity

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to communicate, orally and in writing, with personnel at all organizational levels
- Ability to effectively work and interact with others
- Ability to be organized and orderly, with good attention to detail
- Knowledge of word processors, spreadsheets and internet
- Knowledge of computer repair and maintenance

Experience:

- Requires a minimum of one year job related experience in order to gain sufficient knowledge to perform the requirements of the position



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Education:

- Graduation from a general or technical high school plus broad specialized training equal and/or two years of college in network administration or similar pathway

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.