Dist Coord 3PT / Sr Net Admin

Purpose Statement

The job of Dist Coord 3PT / Sen Net Admin is done for the purpose/s of providing district services by designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; overseeing the operation of many computer/server rooms and data center environments throughout the district; providing information, direction and/or recommendations regarding network installations and configurations district-wide; analyzing where communications are going to be needed, creating plans for the network, presenting it to District Administration, staying up-to-date on the latest technologies, and understanding and determining hardware and wiring needs for all district facilities.

This job is distinguished from similar jobs by the following characteristics: This person will supervise several network-related employees and must be capable of managing work loads among changing priorities, alternating between project work and 24×7 operational network and monitoring care, providing onsite and remote support, and responding to other network related emergencies.

This job reports to Director of Technology

Essential Functions

- Administers systems, servers, and technologies related to the PCSD LAN and WAN environments (e.g. IP assignments, computer labs, classroom computers, VOIP, network, wireless security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized students, teachers, and staff.

- Administers district network monitoring software and provides 24/7 on-call support for 29,000 network computing and infrastructure devices for the purpose of ensuring minimal downtime, maintaining the integrity of the network, and actively pursuing and repairing possible issues regarding the overall health of the network.

- Administers the E-Rate grant funding process through E-Rate applications, gathering all required documentation, managing RFP documents and process, implementing the received hardware, and tracking E-Rate equipment for the purpose of receiving annual grant funds back to the District which on average brings in $150,000+.

- Administers, maintains, configures, installs, monitors, and upgrades network services and systems using best industry standard practices for the purpose of protecting against security breaches and life extension of systems.

- Analyzes complicated network systems to find flaws or room for improvement for the purpose of maintaining a high level of network function and minimal downtime.

- Collaborates with a variety of internal and external parties (e.g. network engineers, programmers, programmer analysts, database administrators, users, government agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.

- Coordinates a variety of projects and/or activities (e.g. planning, CAD drawing design, implementation and installation of new network infrastructure, audio/visual equipment, and security hardware in all new construction projects, remodels, and additions, etc.) for the purpose of ensuring compliance with established guidelines and providing networks and support to all facility spaces in the district.

- Develops program code, user interfaces, applications, and user documentation (e.g. education programs, network programs, etc.) for the purpose of providing computerized alternatives to manual processes.

- Directs the design, implementation, and overall operation of all district network data centers (e.g. server installation, network systems implementation, HVAC system monitoring of room temperature, organizing and ensuring availability of materials, etc.) for the purpose of ensuring efficient operation and working environment for critical district hardware.

- Directs various network projects, within the scope of the network team, by providing them information about the various network processes and procedures for the purpose of delivering services in compliance with established guidelines and/or objectives.

- Directs, designs, implements, and manages wireless network infrastructure for the purpose of providing availability to critical systems through the use of state of the art wireless design architecture. This involves staying up to date with wireless certifications, best practices, and use of the latest tools for WiFi troubleshooting.

- Installs and maintains copper and fiber optic infrastructure for the purpose of connecting school networks together and ultimately access to the internet.

- Leads core trainings and discussions with IT Staff and end users for the purpose of implementing and integrating computer technology into the classroom.

- Maintains a proficient knowledge of core networking protocols and their application (e.g. TCP/IP, Domain Name System (DNS), BGP, OSPF, ARP, SNMP and DHCP, etc.) for the purpose of designing/maintaining networks and solving complex networking problems and challenges.

- Maintains current knowledge about working with various networking technologies, computer devices, and peripheral equipment for the purpose of maintaining the necessary skills related to perform at high levels.

- Maintains relationships with critical network service providers (e.g. UEN, Google Fiber, CenturyLink, Provo City, etc.) for the purpose of ensuring network backbone reliability to the District.

- Manages a one million dollar plus budget for the purpose of purchasing required networking equipment, procuring software, and to provide connectivity for all district facilities.

- Manages network technicians for the purpose of implementing training, managing projects, maintaining network systems, and to ensure network standards and requirements are met.

- Manages and oversees the handling of user account creation, access, and security measures to all network infrastructure systems for the purpose of mitigating security risks to these systems and to restrict network availability to sanctioned users only.

- Manages user-generated work order requests, service tickets, emails, text messages, on-call messages, and help desk phone calls for the purpose of providing prompt customer support.

- Oversees the evaluation, acquisition, and implementation of various network software tools for the purpose of troubleshooting and repairing complex network environments to best facilitate learning.

- Oversees the installation of new technology infrastructure hardware and software within the network for the purpose of ensuring the essential requirements are meet with the variety of technology devices used throughout PCSD.

- Oversees, installs, and maintains network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining WAN and telecommunication systems.

- Participates in 24/7 on-call network incident response resolution for infrastructure, servers, data centers, cyber security, and any other network related outage for the purpose of ensuring reliable technology function in the educational environment.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares reports on various network activities for the purpose of sharing them with supervisors and District Administration in an effort to evaluate, improvise, and better the overall network function in the district.

- Researches computer hardware and software applications, vendors, consultants and current technology for the purpose of recommending products that meet district requirements for capabilities, costs, and providing technical assistance to district staff.

- Responds to inquiries from a variety of sources (e.g. board members, staff, administrators, school site personnel, technical staff, outside vendors, service providers, etc.) for the purpose of providing technical assistance and support to the entire organization.

- Responsible for providing support and administration to many network servers for the purpose of connectivity/security on the network.

- Serves as administrator over the Network Security Department for the purpose of protecting PCSD personnel, equipment, and sensitive information from possible threats and compromise from outside hackers, viruses, malware, and other related harmful internet-related protocols.

- Troubleshoots malfunctions of network hardware and/or software applications within the local and wide area networks, telephone systems, and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: performing multiple, highly complex tasks; teaching/communicating technical topics to non-technical audiences; adhering to safety practices; planning and managing projects; and gathering/analyzing information to identify and resolve issues.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: understanding codes/laws/rules/regulations/policies; operating procedures for computers, networking systems, and peripheral equipment; industry standard programming languages and systems development protocols; computer software and networking terminology; hardware/software/network and troubleshooting techniques; network security; and office application software.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing effective working relationships; communicating with persons with diverse technical knowledge and skills; providing clear instructions; and setting priorities to meet deadlines and schedules. Independent problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 10% walking, and 25% standing. The job is performed under minimal temperature variations.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:	**Certificates and Licenses**
Pre-employment Proficiency Test	Valid Driver's License & Evidence of Insurability
	Professional level industry networking certifications

Continuing Educ. / Training:	**Clearances**
Occasionally as needed to perform changing essential functions of position	Criminal Justice Fingerprint/Background Clearance

FLSA Status	**Approval Date**	**Salary Grade**
Exempt		Level 3