



Job Title: Systems Network Administrator
Reports to: Director of Technology
FLSA: Exempt

Primary Purpose:

The System Network Administrator is responsible for maintaining the technological infrastructure of the school. Consistently requires use of administrative, independent judgment and decision making over 50% of job responsibilities. This includes monitoring, maintaining and upgrading all major components of the wired and wireless network (switches, routers, access points, and cabling), the academic and administrative servers, security and backup systems. Working closely with the Director of Technology, the Network Administrator supports and implements the philosophy, policies, and procedures of the Mirman Technology Department.

Essential Job Functions:

Network Infrastructure

- Install, maintain, and upgrade network wiring, switches, and wireless network
- Manage firewall and network security
- Monitor and manage network health and network bandwidth usage and policy
- Administer IP address framework including public and private addresses, DNS, & DHCP
- Research and recommend infrastructure improvements
- Manage email system
- Monitor and report regularly on health of network, servers, security, backups, and internet service
- May require evening and weekend work

Hardware Maintenance and Installation

- Install, setup and repair printers, Apple and Windows servers, desktops, Apple laptops, and student Chromebooks
- Upgrade and maintain hardware components (memory, hard drives, drives, etc.) as required.

Software Maintenance and Installation

- Create, test, and maintain images for our desktops, laptops, and Chromebooks
- Manage software installation and upgrades on servers, desktops and laptops.

Help Desk and Desktop Support

- Troubleshoot networking, software, printer and hardware problems submitted to Mirman Help Desk
- Follow up with users, recommend upgrades, and coordinate with vendors for parts and repairs.

Audio Visual

- Service, maintain and repair AV equipment.
- Monitor and manage the service, upgrade, and repair of interactive whiteboards
- As needed, assist with audio visual needs of school-related events

Assistance to Technology Director

- Assist with network planning, design, and implementation
- Assist Technology Director to install, maintain, upgrade, and manage administrative databases and related software
- Serve, with Director of Technology, as technical contact to vendors when necessary and accompany and verify vendor onsite work and support.
- Collaborate with Director of Technology to create a Disaster Recovery Plan
- Assist Director of Technology in communication of policies and procedures to end users
- Work on special projects as requested by the Director of Technology

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

- The job is performed in a generally clean and healthy environment, but there may be possible exposure to childhood diseases and illnesses.
- Exposure to heated/air conditioned and ventilated facilities with average interior dust with occasional exposure to outdoor elements.
- Exposure to a normal school environment that is usually quiet but sometimes noisy.

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job, with or without assistance, and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

May require working more than 40 hours per week.

- Have the ability to stand, walk, lift, bend, reach, see, sit, and exercise mental concentration.
- Ability to meet onsite attendance requirements as necessary to carry out the job functions.
- Ability to work long hours at required times.
- Potential exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.