

Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: NETWORK ADMINISTRATOR

- QUALIFICATIONS:**
1. Knowledge of network technology in local-area and wide-area networks, ethernet, token ring, FDDI, routers, concentrators and Windows NT
 2. Knowledge of voice, data and video telecommunications technology
 3. Knowledge of TP/IP, IPX and other network protocols
 4. Knowledge of capabilities, capacities and limitations of computer hardware and communications devices including routers, switches, concentrators, servers and wiring
 5. Knowledge and experience with routers, IP addressing, subnet-masking procedures
 6. Installation and support experience for Windows NT Server 4.0; experience with other networks desirable
 7. SNMP management background/experience acceptable; knowledge and experience with HP Openview highly desirable
 8. Responsible experience in related area of microcomputer systems including experience with local-area or wide-area network design
 9. Ability to communicate effectively, in public, orally and in writing, with all levels of staff; experience in preparing and presenting network administration training sessions to lay and professional audiences
 10. Bachelor's degree in related area desirable; equivalent experience in applied setting may be substituted

REPORTS TO: Administrator as assigned

JOB GOAL: To provide support to district staff and students by performing a variety of duties related to installation and maintenance of network software

PERFORMANCE RESPONSIBILITIES:

1. Under general direction, is responsible for broad and complex assignments in support of highly complex, multi-platform network systems
2. Maintains routing tables, IP addressing, routers, bridges and network traffic
3. Installs, maintains and upgrades network servers and related hardware and software
4. Assists in analyzing users needs relating to local and wide area networks and connectivity between them
5. Assists in analyzing network hardware, software and related tools and materials
6. Prepares topology drawings, schematics, diagrams and specifications
7. Supports Windows, DOS and Macintosh system interconnectivity on network and maintenance and functionality of data communications equipment on ethernet backbone
8. Provides strategies to support district technology planning and installation needs
9. Maintains current knowledge of trends and developments in microcomputers, networking and related areas of technology, including

hardware and software, applies current practices, equipment and materials as needed

10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to the current schedule; classified salary schedule, Class 52

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.