

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**DIVISION NETWORK ADMINISTRATOR****1. Position Summary**

Under the direction of the Superintendent / Director of Information Technology the System / Network Administrator will be responsible for the design, implementation and administration of all the Divisional Enterprise Servers and the Divisional WAN.

The System / Network Administrator will assist and support the Divisional Computer Technicians in troubleshooting Divisional School Servers or networking related issues and provide guidance with other computer related issues.

The System / Network Administrator will support the Help Desk Technician in providing information and training in handling support calls related to our area of responsibility.

2. Duties

- Assist with monitoring the work and performance of outside contractors.
- Assist with the Divisional Technology Plan.
- Support technology initiatives in the school division.
- Provide support for school email accounts.
- Analyze potential system problems and take corrective action as needed.
- Develop concise recommendations for proper use of School Division networks.
- Perform onsite warranty work or assigns to outside contractors and ensures the work is carried out in an efficient manner.

- Set up the divisional lab for in-services and training sessions for administrative software, office software, Internet and e-mail.
- Research and maintain up- to-date knowledge of information technology areas.
- Assist in preparation specifications for the purchase of computer hardware and software.
- Maintain a current inventory of computer hardware and software.
- Ensure the smooth reliable effective running of all the Divisional Enterprise Servers.
- Design, implement and administer all new Divisional Enterprise servers.
- Administer, troubleshoot and repair existing Divisional Enterprise servers, SAN and NAS storage devices.
- Integration of new technologies into existing networks and servers.
- Install, maintain and upgrade operating systems and application software on all Divisional servers.
- Responsible for implementing, maintaining and monitoring backups for all Divisional servers.
- Maintain divisional security on firewalls, switches and servers.
- Design, implement and administer all Divisional Security appliances / servers.
- Ensure the smooth reliable and effective running of the Divisional WAN.
- Install, maintain, troubleshoot and repair all Divisional network hardware and software.
- Maintain backups of all Divisional Network hardware devices.
- Design and assist Divisional Computer Technicians in the installation of wireless devices in schools.

- Assist and support Divisional Computer Technicians in troubleshooting School Server and / or networking related issues.
- Assist in the testing and evaluation of new technologies related to servers and networking.
- Provide technical support for professional development sessions held within schools and labs.
- Maintain up-to-date documentation of technical details and procedures.
- Develop a disaster recovery plan for the Information Technology systems in conjunction with staff of Seven Oaks School Division and outside business partners.
- Other duties as assigned.

3. Education

- Grade 12 with post secondary education related to Information Technology or combination of experience and industry recognized (Microsoft or similar) certifications.

4. Experience

- Two to three years previous experience, plus two years on-the-job training.
- Proven experience working with TCP / IP networking, networking devices.
- Experience operating a Microsoft Active Directory.

5. Working Conditions

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.
- Occasional repetitive heavy lifting such as computers, printers and monitors.
- Occasional after-hour attendance at educational seminars.

- Position requires a valid driver's license and a vehicle as work sites are distributed within Seven Oaks School Division.
- Position requires a Handheld Communication Device. The Division Network Administrator will receive a monthly allowance as stated in Policy DJDJ – Hand Held Wireless Communication Device.