

**SHELBY COUNTY SCHOOLS  
JOB DESCRIPTION**

**NETWORK ADMINISTRATOR**

**Minimum Training and Qualifications**

- BS Degree in Information Management Systems or equivalent
- Prior successful employment experience with MAC OS and Windows-based servers
- Prior experience working with HTML coding
- Strong oral and written communication skills.
- Good problem solving skills with independent investigation through reading and peer communication.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Job Goal:** To assist the Executive Director of Technology with district wide support of servers and networking equipment

**Performance Responsibilities:**

- Installs, maintains and supports district servers
- Resolves network loops and switch outages
- Assists the Wide Area Network Administrator in maintaining all equipment not able to be reached via the network from the Central Office
- Provides technical support to school and administrative personnel
- Assists with student data storage servers
- Assists with hardware/software upgrades
- Assists in hardware/software maintenance and training of other support personnel
- Assists with implementation of a district-wide disaster recovery plan
- Assists with cabling on small projects
- Explores and evaluates new technology solutions to and makes appropriate system-wide recommendations
- Performs other related duties as assigned by the Executive Director of Technology

The Network Administrator maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of the position. This is a twelve (12) month position.