



## City of St. Charles School District

# DISTRICT NETWORK ADMINISTRATOR

Reports to: Director of Technology  
Classification: Classified  
FLSA Status: Non-Exempt  
Terms of Employment: A District Technician will be employed for 254 days which includes 8 paid holidays according to Board Policy  
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  
Compensation: Reviewed and established annually by the Board of Education

### **JOB SUMMARY:**

Installs hardware/software as assigned. Is responsible for monitoring, maintenance, and trouble-shooting of Local Area and Wide Area Networks. Provides support to District personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Provides network support services; including hardware/software installation, troubleshooting, and problem resolution, as assigned.
- Maintains regular attendance, and complies with State Law and District policies and regulations.
- Completes work requests and special projects, as assigned.
- Works with vendor personnel to enhance network support services, as needed.
- Adheres to established Computer Services procedures and standards.
- Manages user profiles and e-mail boxes within assigned servers.
- Acts as technical consultant to District personnel.
- Maintains district IP phone system servers and accounts.
- Maintains confidentiality, unquestionable integrity.
- Attends/Completes District PD and training.

### **SUPERVISORY RESPONSIBILITIES:**

Not Applicable.

### **QUALIFICATIONS AND REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,*

*skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma required. AA Degree desirable.
- One year of network administration experience preferred
- Working knowledge of Microsoft Windows and application software required.
- Knowledge of IP telephone system desirable.
- One year of school district experience desirable.

**COMMUNICATION SKILLS:**

- Ability to write reports and correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Must possess valid Missouri driver's license
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with district requirements and School Board Policies.
- Ability to promote harmonious working relationships with staff and business representatives.
- Possesses excellent oral and written communication skills and interpersonal relationship skills

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

District Network Administrator  
Revised SY 2010-2011  
Revised SY 2022-2023