

## **Network Administrator**

The Network Administrator, under the supervision of the Technology Director, is responsible for district computer network planning, administration, and operations activities.

### **Specific Responsibilities**

1. Plan, administer, and supervise all computer network functions and hardware.
2. Plan and maintain wireless connectivity.
3. Deploy and maintain firewalls.
4. Supervise the maintenance of all servers.
5. Maintain VoIP phone systems.
6. Plan and supervise the installation of cabling.
7. Work with the Technology Director to plan resources, budget, and personnel needs.
8. Maintain comprehensive documentation of network layout.
9. Write script/application/web programming as needed.
10. Assist in the supervision of other technology staff.
11. Perform other duties as assigned by the Technology Director.

**2/12/15**