Roswell Independent School District
Job Description

Job Title: SYSTEM/NETWORK ADMIN

Reports To: DIRECTOR OF TECHNOLOGY

General Job Description:
Under general direction of the Director of Technology, design, install, secure, and support local area and wide area networks including the installation of both networked and stand-alone software.

Essential Duties and Responsibilities:
1. Install and maintain network hardware, setup, install, test, and maintain applications on file servers and stand-alone PC's.
2. Ensure that latest network patches are installed and operational, create and assign passwords.
3. Monitor file servers, workstations, and printers for software and hardware problems.
4. Install and evaluate new software on networks including but not limited to District related record keeping software.
5. Oversee, install, setup and maintain the District wide area network including but not limited to protocol configurations, installation and configuration of routers, switches and troubleshooting connections.
6. Setup, schedule and monitor system backup and restoration.
7. Provide technical support and problem solving for schools; answer questions, act as a liaison with software/hardware manufacturers.
8. Provide technical support for video systems.
9. Assist with questions and necessary training and support of district software.
10. Knowledge of computer systems, including data bases, network software and operating systems and educational programs.
11. Personal and professional task management through the use of technology.
12. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
13. Maintain confidentiality with sensitive matters.
14. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
15. Perform work while constantly being interrupted.
16. Report to work on time and work no less than 7 hours per day.
17. Work independently with very little supervision.
18. May be required to perform other related functions/duties as assigned by your supervisor.

Supervisory Responsibilities:
None

Qualifications:
1. Bachelor's degree preferred.
2. Five years' experience working in a network environment comprised of multiple users and equipment.
3. Valid Drivers' license and Car Insurance.
4. Experience may be substituted on a year for year basis with relevant education.

Physical Requirements:
Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:
Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:
Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

SYSTEM/NETWORK ADMIN (CONT'D)

Work Environment:
Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Make site visits as needed. May work under stressful conditions on occasion.

Terms of Employment:
Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature   **Printed Name**   **Date**