

**CAMPBELL COUNTY SCHOOLS  
CLASSIFIED JOB DESCRIPTION**

**Revised May 2014**

**TITLE:** Local Area Network (LAN) Administrator and Systems Support Services

**QUALIFICATIONS:** Any combination equivalent to a degree in Computer Information Science, Information Technology or related field and/or three years experience in network administration, computer programming or computer technical support. Knowledge of Microsoft operating systems (mobile, desktop and server systems) including XP, WIN7, WIN8 and MS Office applications. (MCSE/A, MCDST, MCTS, MCP and /or A+ certifications considered). Also knowledge of Active Directory networks and Group Policy creation is needed. Experience with Apple OS is a plus.

**REPORTS TO:** Chief Information Officer

**JOB GOAL:** Provide the technical infrastructure and strategic direction for the successful development and implementation of information systems and services as well as provide the assistance required to support those systems and services to sustain the district's mission.

**PERFORMANCE RESPONSIBILITIES:**

Install, configure, and monitor network hardware, including servers, switches, access points, routers, and network wiring.

Monitor and configure the above network hardware as needed.

Plan and configure backups of critical district data, as well as ensuring the integrity of those backups.

Manage the district Active Directory database and Group Policy, including creation of user accounts and resetting of user account information as needed.

Assist in the management of the KDE supplied anti-virus solution and OS update solution, as well as any other KDE mandated network systems.

Configure, maintain, and backup network-based software, such as security system software.

Assist Technology Assistants in responding to end user work order requests.

Along with the Chief Information Officer, provide training to Technology Assistants and serve as Level Two support for work order requests that cannot be completed by Technology Assistants.

Assist the Chief Information Officer in evaluating the overall technology education program of the district and make appropriate revisions in the district technology plan.

Work collaboratively with the Chief Information Officer to ensure that the district's technology implementation is consistent with the Consolidated Plan and Kentucky Education Technology System standards.

Work directly with the Chief Information Officer to plan, organize, direct and review the district's information technology functions including administrative support, system software and security administration, data processing operations, systems development and telecommunications and technical support.

Plan, direct, and control the development and implementation of software applications and the evaluation, purchase and installation of third-party software; provide life-cycle management of software applications.

Assist the department head in managing department activities; assist in departmental long- and short-range planning to meet department and District goals and objectives.

Interact with school administrators, District management and State personnel in determining software needs and computer services priorities and implementation schedules; allocate resources to meet school and District goals and objectives.

Assist in determining personnel and equipment needs to meet District goals.

Provide leadership in the development and protection of District software assets.

Coordinate efforts and areas of responsibility with other departmental and District personnel.

Serve as a backup contact for CIITS, Infinite Campus, and other district-wide databases.

Inspect, isolate and diagnose network and system malfunctions and determine appropriate repair procedures; replace defective parts and restore equipment to proper operation; analyze and resolve general software malfunctions.

Move equipment to new locations as requested; reroute and install communication cables for new locations; test system to assure proper operation.

Assist in the preparation and maintenance of a variety of logs and records, including software and hardware inventories, computer and network repairs, materials used, moving and installation activities and work orders and spare parts inventory.

Must have physical ability to lift, reach, push/pull objects weighing up to eighty pounds; fine manual dexterity; hearing and speaking to exchange information in person and on the telephone; near and far visual acuity, depth perception, color vision; sitting for extended periods of time.

Provide support and technical training to department coworkers, staff and students in local district installations and technical/career opportunities.

Team oriented yet able to independently complete work orders, document and communicate effectively with coworkers and end users.

Perform other duties as assigned by supervisor.

<b>TERMS OF EMPLOYMENT:</b>	Term contract with specified beginning and ending dates as indicated in letter of employment.
<b>EVALUATION:</b>	Performance of this job will be based on supervisor's evaluation according to the procedures developed for all district personnel.
<b>SALARY:</b>	Work Days and Salary to be determined by the Board of Education