

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ADMINISTRATOR, IS Network Architecture

QUALIFICATIONS

- Bachelor's Degree in IT network engineering or a related field and five (5) years of work experience **OR** Associate's Degree and eight (8) years of work experience in IT network design **OR** High School Diploma, equivalence, or Florida Special Diploma and ten (10) years of work experience with IT network infrastructure design and implementation in an enterprise level environment.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency with enterprise-level network infrastructure design and implementation.
- Proficiency with managing highly redundant fiber-optic networks.
- Proficiency with Hewlett Packard/Aruba and Cisco network hardware and software.
- Proficiency with advanced OSPF routing.
- Proficiency with VLAN management.
- Proficiency with network performance and monitoring tools such as SolarWinds, WhatsUp, and Wireshark.
- Proficiency with software documentation, testing, maintenance, and use of technical equipment as related to IT departmental functions within a large school district setting.
- Working knowledge of Cisco VoIP technologies.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO Supervisor, IS Operations
SUPERVISES Assigned Personnel

POSITION GOAL

To design network infrastructure and maximize efficiencies in technology to meet school district needs in both instructional and operational environments.

PERFORMANCE RESPONSIBILITIES

1. *Develop a network design that effectively supports the SCPS instructional technology plan.
2. *Implement, upgrade, and support a wide area network (WAN) infrastructure consisting of 3,000+ nodes.
3. *Evaluate and select appropriate software tools for network administration.
4. *Perform problem resolution, performance analysis, and general guidance with network/system management issues.
5. *Perform network capacity planning that allows for a reasonable refresh cycle of 5-7 years.
6. *Manage E-Rate documentation, create bids that follow proper E-Rate guidelines, and work with internal and external staff on the submission of necessary E-Rate forms.
7. *Establish and maintain a climate of collaboration and problem solving within Information Services and across other instructional and operational units within the organization.
8. *Support the technology needs required to operate an enterprise unified communications system.
9. *Support the organization's ongoing efforts to mitigate cybersecurity threats and educate all users of best practices.
10. *Prepare and present requirements for network technology systems improvements to executive leadership.
11. *Define network security and control procedures.

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12. Perform other duties as assigned by the Supervisor, IS Operations.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Network Equipment, Standard Office Equipment, PC

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is a protection from weather conditions

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$75,863 - \$116,260

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7750
Job Code	1695
Survey Code	65010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020
December 15, 1998

ADA Information Provided by Tom Condo
Position Description Prepared by Tom Condo