

NETWORK ADMINISTRATOR: ROLE AND RESPONSIBILITIES

Background

Guided by the Division's vision, mission, guiding principles and goals, the Division Network Administrator will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education documents, and Board Policy.

Procedures

1. Primary Function

- 1.1 The primary function of the Network Administrator is to serve in a leadership role, plan, develop, install, configure, maintain, support and optimize local and area network connections, corporate servers associated software and communication links. The Network Administrator will analyze network traffic and provide capacity planning.

2. Reporting Relationship

- 2.1 Reports to Superintendent.

3. Performance Responsibilities

- 3.1 Monitor and analyze network performance across the organization's LANs, WANs and wireless deployments.
- 3.2 Ensure the stable operation and efficient performance of division networks.
- 3.3 Plan and implement any improvement, modification, or replacement of network infrastructure components.
- 3.4 Monitor system capacity to determine its affect on performance and recommend enhancements to meet new or changing network demands.
- 3.5 Configure and troubleshoot servers, including e-mail, print, and back-up servers and their associated operating systems and software.
- 3.6 Install and configure all network hardware and equipment, including routers, switches, hubs, UPS', and so on.
- 3.7 Inspect, maintain, and where necessary replace network cabling, voice/data jacks, and other network-related equipment.
- 3.8 Ensure network and IP connectivity of all workstation, application servers, and back-end office infrastructure.
- 3.9 Plan and manage budgeting for network hardware and software procurement.

- 3.10 Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
- 3.11 Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services.
- 3.12 Establish connectivity and uptime service level agreements.
- 3.13 Other duties as assigned.
- 4. Conditions of Employment
 - 4.1 As per Contract.
 - 4.2 All other conditions of employment are outlined in the Terms of Employment and Central Services Staff Terms of Employment Addendum.
- 5. Performance Appraisal
 - 5.1 The Superintendent will evaluate and assess the performance of the Receptionist. Guidelines for this process are set out in Northern Gateway Public Schools Policy Handbook under Administrative Procedure 442 – Support Staff: Growth, Supervision and Evaluation.

Reference: Sections 60, 61, 96, 113 School Act
Board Policy 12 Role of the Superintendent