



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Network & Information Systems Administrator*

PURPOSE OF POSITION:

The NIS Administrator, under the direction of the Director of Technology, manages the day to day and long term functioning of the Triton local and wide area networks, all associated hardware and software, and all associated information systems, to ensure maximum up time and functionality for end users

REPORTS TO: *Director of Technology*

PERFORMANCE RESPONSIBILITIES:

1. Set up, configure, and support the daily performance of Triton's internal/external networks
2. Troubleshoots network performance issues and creates and maintains a disaster recovery plan
3. Provides technical support and guidance to users
4. Analyzes network and recommends upgrades/changes; assesses organization's current and future network needs
5. Implements and maintains policies and goals that support the organization's IT needs
6. Establishes, plans, and administers the overall policies and goals for the information technology department
7. Provide 24 hour critical equipment monitoring and response
8. Administer Telco and Voicemail systems at all locations
9. Ensure that all network users, groups, and all related access policies are correct and up to date
10. Develop user and network security policies and monitor/troubleshoot
11. Provide reliable data backups; Monitor and test on a regular basis
12. Monitor/maintain existing server structure, both physical and VMWare-based
13. Monitor/maintain existing LAN/WAN structure
14. Recommend/implement upgrades to server and WAN/LAN structure
15. Monitor/maintain Network Printing for District
16. Monitor/maintain Antivirus system
17. Monitor/maintain District Email System
18. Assist Help Desk Technician with day-to-day technology issues
19. Assist Director of Technology with related projects and long term technology planning
20. Participate in Technology Committee

QUALIFICATIONS:

1. Bachelor's Degree or equivalent industry experience
2. Appropriate Industry Certifications – Network & Systems Competencies
3. 3 – 5 Years of Relevant Experience
4. Moderate to advance skills using Microsoft Office

ATTRIBUTES:

- Committed to the core values of the district
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 260 Days
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

HIRING RANGE: \$70,000 - \$90,000

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional School Support Personnel