



Technology Department
504 Laurel Street
Bremen, GA 30110

JOB DESCRIPTION
ASSISTANT TECHNOLOGY DIRECTOR

Description

The Network Admin Specialist's primary role is to provide support, administration and maintenance for the school system's network and servers. This includes maintaining an efficiently running network infrastructure and server environment by ensuring proper configuration and updated software or firmware. The person will also troubleshoot problem areas (in person, by telephone, or via e-mail) in a timely and accurate fashion, and provide end-user assistance where required.

Reports To

Director of Technology

Responsibilities

Strategy & Planning

- Assist in developing long-term technology strategies and capacity planning for meeting future school system technology needs.
- Maintain accurate network diagrams and schemes for future growth or troubleshooting.
- Assist in developing long-term communication strategies including VoIP solutions.

Acquisition & Deployment

- Evaluate and recommend products or solutions for purchase.
- When needed, write technical specifications for hardware and related products.

Operational Management

Assist the Director of Technology with duties listed below, but are not limited to:

- Maintenance and administration of all domain servers, e-mail servers and application servers.
- Maintenance and administration of all network equipment and devices including: network connectivity, switches, wireless networking equipment, routers and firewalls.
- Maintaining and providing compliance with State and Federal technology requirements.
- Working with the Student Information personnel to administer and maintain efficient functionality of the student information server and software.
- Creating, providing and/or improving the tools and methods of the Technology Department to ensure efficient technology support for the entire school system.
- Planning and budgeting for any technology related upgrades and improvements.
- Planning and maintaining a robust disaster recovery solution.
- Maintain the proper functionality of the telephone connectivity and controller(s)

- Ensuring that there are proper web hosting solutions for all school system websites, and provide support for any technical issues related to web sites or the server hosting thereof.
- Maintain any websites that the Director of Technology sees fit including, but not limited to, the Technology Department website.
- Technical support and training of school personnel in relation to the use of hardware, software, network, and operating systems of any and all school-system-owned technology devices and equipment.
- Provide school-system technology support when and where deemed necessary by the Director of Technology.
- In the event that the Director of Technology is absent or unable to fulfill his/her responsibilities, managing the Technology Department in his/her place.
- Must perform any and all other duties and responsibilities deemed necessary by the Director of Technology.

Position Requirements

Formal Education, Past Experience, & Certification

- Bachelor's Degree in Related Field or Demonstrative Equivalent Expertise in Field
- 5 years minimum experience related to job description.
- Minimum two of the following certifications (or equivalent):
 - A+ Certification
 - Network+ Certification
 - Microsoft Certified Technology Specialist
 - Microsoft Certified IT Professional
 - Microsoft Certified Master

Knowledge & Experience

- Excellent technical knowledge of network design and implementation.
- Excellent technical knowledge of server operating systems and hardware.
- Working technical knowledge of current protocols, operating systems, and standards, including Internet Protocol Version 4 (TCP/IPv4), Windows XP, Windows 7, Windows Server 2003, Windows Server 2008, Exchange Server 2007, Exchange Server 2010.
- Ability to operate tools, components, and peripheral accessories.
- Able to read and understand technical manuals, procedural documentation, and OEM guides.
- Hands-on hardware troubleshooting experience.
- Ability to conduct research into issues and products as required.
- Ability to solve and repair complex problems with network or server functionality.

Personal Attributes

- Is present at work every day, on time, and performs all duties as assigned effectively and efficiently.
- Is neat and professional in appearance befitting the job they provide the school system.
- Effective interpersonal skills and relationship-building skills.
- Strong written and oral communication skills.
- Ability to present ideas in user-friendly language.

- Analytical and problem-solving abilities, with keen attention to detail.
- Self motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.
- Strong customer-service orientation.

Work Conditions

- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components.
- Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals.