JOB TITLE	Area Network Administrator
DEPARTMENT	Technology
LOCATION	Division Office
REPORTS TO	Assistant Superintendent, Technology
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Area Network Administrator is responsible for all aspects of Information Technology (IT) within schools across the Division. This responsibility includes support for network and related hardware, software, and peripherals in schools and classrooms. School level support comprises the majority of the time and focus for this position. Assistance is provided primarily to teachers, and is extended, at times, to support staff members and students, under the supervision of educators. The Area Network Administrator ensures that the approved Division Information Technology plan is implemented in schools and classrooms.

The Area Network Administrator is responsible for the IT hardware, software, and systems in the Area offices. This includes IT used by staff members, both educational and support. The Area Network Administrator also maintains the administrative systems used within the Area office.

The Area Network Administrator, while assigned to a specific Area, is under the direct supervision of the AST. As a member of the Division's Technology Department, Area Network Administrator is expected to travel and provide support to schools in other Areas, as directed.

QUALIFICATIONS

Education
- An appropriate technology designation (A+, MCSE, CNE, etc.)
- Limited Specialized Trade Electricians' License Class M.
- Valid Manitoba driver's license.

Experience
- Three years experience in networking environment.
- Three years in configuring and maintaining web and email servers.

Knowledge, Skills and Abilities
- Knowledge of Information Technology Infrastructure Library (ITIL) best practices.
- Knowledge of Help Desk management software.
- Excellent analytical and problem solving skills.
- Excellent organizational skills.

- Demonstrated ability to analyze and document procedural routines.
- Ability to work independently and as a team member.
- Ability to conduct training seminars.

DUTIES AND RESPONSIBILITIES

School
- Provides technical support on educational and administrative systems.
- Determines hardware and software needs.
- Implements information technologies to address identified and approved needs.
- Installs, configures, and maintains school servers.
- Installs and maintains network infrastructure devices.
- Travels frequently to schools as required.

Area
- Supports and maintains network and backup systems within the assigned Area.
- Maintains Area systems documentation.
- Manages Area systems security (e.g. firewalls, user logins).
- Maintains inventory of Area hardware and software.

Division
- Installs educational and administrative software and provides training to Divisional staff.
- Provides support for Literacy with Information Communication Technology initiatives.
- Travels to Divisional sites to support as directed.

Performs other duties as assigned.

CONTACTS

Division, Area, and school personnel
Technology team members
Relevant outside agencies and vendors

WORKING CONDITIONS

General office and school conditions.
Technical service department conditions.
Extensive travel to school sites within and outside the assigned Area.
This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Due to the extensive work involving schematic diagrams and network wiring, the incumbent cannot be afflicted with any form of colour blindness. Physically, the job can require high agility (working in crawl spaces) and standing for long periods (in server rooms) for 1-3 hours or more. Also, they should have the physical strength to lift 20kg repeatedly (moving servers and computer cases).

EQUIPMENT USED

Enterprise & Small business class servers
Data centre and networking devices
Firewalls
Personal computers & related peripherals
General office equipment
Division vehicles