VACANCY ANNOUNCEMENT   **June 21, 2022**

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

NETWORK ADMINSTRATOR
TECHNOLOGY AND INFORMATION SYSTEMS

Under general supervision, uses specialized knowledge or skills to assist in maintaining the enterprise's LAN and Office 365 Environment. This includes implementation, configuration, coordination, control, maintenance, troubleshooting, security, usage monitoring, and the development of specializes procedures relating to the use of the LAN and Office 365 Environment within the enterprise. Assists in the selection and evaluation of new products or services, comprehensive systems analysis and progressive support methodologies for all LAN applications and supporting hardware.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Assists in system generation and tuning, configuration, upgrades, disaster recovery, and usage reporting.
- Directs the activities of the enterprise LAN environment to include timely and effective reporting, tracking, follow-up, and communication of problems with the user community.
- Maintains DNS, SMTP, DHCP, domain controllers, active directory applications, printing, mail, web servers, virtualization, and FTP services for the enterprise.
- Maintains the Office 365 environment, including, but not limited to Microsoft Teams, Exchange Online, User Account administration, OneDrive and SharePoint support.
- Works collaboratively with many groups to implement and effective user account management and single sign-on strategy.
- Supports the Database Administrator with installs; manages and administers mission-critical databases which contain confidential enterprise information.
- Works with the Network Security Engineer to ensure secure operation of all servers and services using various security and encryption tools and through extensive staff training and documentation.
- Acts as project manager for the coordination and implementation of new LAN technologies.
- Manages and maintains servers including virtual environment and physical servers. Monitors system logs and activity on all servers.
- Replaces defective hardware on servers and APC battery backup systems.
- Maintains integrity of Windows accounts and data within the enterprise's computing environment including account maintenance for adds, changes, and deletions. Performs recovery when required.
- Researches, installs, and tests software updates and patches to support applications and various operating systems.
- Researches new technologies and presents recommendations on major hardware and software purchase for the enterprise.
- Accurately maintains and inventory database of all servers, warranty information, support agreements, modification history, installed software and service packs, and the physical location. Coordinates the impact of changes with the disaster recovery plan.
- Troubleshoots network operation, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Implements LAN policies, procedures, and standards, ensuring conformance with information systems and objectives.
- Utilizes an integrated enterprise client/server management tool for management, deployment, tracking, and software distribution of Windows client and servers.

- Transports and unpacks servers, Printers, and peripheral devices not exceeding 50 pounds per carton.
- Performs other work-related duties as assigned.

SALARY

- Salary is in accordance with the Non-Certificated Administrative, Technical and Supervisory Professionals 2022-2023 salary schedule, Grade D ($88,001 – $116,116)

REQUIREMENTS

- Bachelor's degree from an accredited college or university is required. A concentration in the area of Information Technology or a related field is preferred.
- Requires a minimum of four years of Windows systems administration experience. Experience must be concurrent and include basic working knowledge of Windows, domain and workgroup concepts, active directory, e-mail, printing, DNS, and network configuration on local hosts.
- Office 365 Administration and Exchange experience is preferred.
- Proficient in all versions of Windows operating systems, preferably with Windows server administration. Knowledge of standard backup infrastructures, virtualization, Windows system and program installation, compilation and configuration, system-level security procedures, and experience maintaining servers for standard internet services such as ADFS, DNS, SMTP, DHCP, MFA, Group Policy, mail, web, printing, and FTP service.
- Remain current as new technologies emerge and impact the enterprise; expected to learn these technologies in a timely manner and resolve any problems involved in integrating new technologies with our systems.
- Thorough knowledge of and experience with Windows Server, Microsoft Active Directory, virus protection tools, Office 365 Administration, and client operating systems.
- Experience in enterprise level LAN/WAN environment and multiple domain architecture.
- Strong Powershell scripting skills preferred.
- Experience with disaster recovery design and documentation preferred.
- Experience with server configuration and installation, performance and network monitoring tools, and operating systems upgrades and migrations.
- Possess strong critical thinking and problem-solving skills with the ability to change task prioritization.
- Ability to work unsupervised or as a member of a team.
- Ability to work varying hours and shifts as needed.
- Excellent verbal and written communication skills with persons of diverse backgrounds and varying technical knowledge.
- Must hold and maintain a valid class C driver's license.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. ***Candidates that apply by Monday, June 27, 2022 will receive immediate consideration.***