Network and Systems Administrator
Girls Leadership Academy of Wilmington

Job Description

Title: Network and Systems Administrator
Reports to: Director of Operations and Administration
Salary: Mid 40s
Hours: Full-time
Schedule: 12 month
Evaluation: Performance of this job will be evaluated in accordance with school protocol and provisions of the Board on evaluation of personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The Network and Systems Administrator will:

- Provide hands on system administration support, system maintenance and operations support
- Provide technical advice and assistance to staff in the use of equipment and the network infrastructure
- Provide technical direction and support for the GLOW Virtual Academy
- Perform network account management and security tasks
- Troubleshoot network operating systems, services and server hardware to identify and correct malfunctions and other operational problems.
- Make recommendations to update software at appropriate times and perform all tasks necessary to make this happen
- Manage the network performance, security, reliability and accessibility
- Assist in development of short term and long range plans; gather, interpret and prepare data for reports and recommendations
- Keep systems up to date with all necessary software patches and virus protection
- Configure and install network appliances, servers, routers and switches.
- Implement backup strategy that provides adequate backup for all critical information
- Manage the inventory of all technology equipment and associated paperwork. Prepare and submits reports, records, and inventories as directed
- Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN) and wide area networks (WAN)
- Willingness to work occasionally outside of normal business hours.
- Perform related duties as requested by the Director
• Commitment to keeping current with technological advances
• Respects personal privacy of users and maintains confidentiality of privileged staff and student information
• Attends faculty meetings as needed

**Qualifications:**

• Broad knowledge of Microsoft Active Directory and Windows Server environments to include knowledge of current supported Windows Server Versions, Active Directory Forest mode, Group Policy application, Flexible Single Master Operations (FSMO) roles, Global Directories to include Lightweight Directory Access Protocol (LDAP), Hyper-V, DNS, DHCP.
• Strong interpersonal and communications skills
• Proven ability to be flexible and work hard, both independently and in a team environment, with changing priorities
• Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities
• Knowledgeable of Cisco Systems
• Experience with configuration and maintenance of content filtering programs (prefer z-scaler)
• Experience repairing hardware and software
• Experience managing websites

The above statements describe the general nature and level of work being performed by the individual(s) assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.