

**FRANKLIN COMMUNITY SCHOOL CORPORATION  
998 GRIZZLY CUB DRIVE  
FRANKLIN, INDIANA 46131**

**\*Revised Posting  
VACANCY NOTICE**

**\*\*\*Internal Posting** – Anyone interested must complete the attached Transfer Form and submit to the Human Resource Department before April 11th, 2008.

**\*\*\*All external applicants** MUST apply on-line at [www.fcsc.k12.in.us](http://www.fcsc.k12.in.us) (Employment options, Non Certified, Corporation) before April 18th, 2008

DATE: March 31, 2008

POSITION: Network Administrator

LOCATION: IT Facility - Corporation Wide

NUMBER OF DAYS PER YEAR: 260

NUMBER OF HOURS PER DAY: 8

DUTIES: See Attached Job Description Below

REQUIREMENTS: See Attached Job Description Below

SALARY: Based on qualifications/experience – Minimum \$45,000.00

BENEFITS: Medical, Dental, Life & LTD

POSITION BEGINS: To be determined – Sometime this Summer or before

APPLICATION DEADLINE: **Internal – 04/11/08** **External – 04/18/08**

CONTACT PERSON - Matt Sprout

Email – sproutm@fcsc.k12.in.us

Location - IT Facility

Telephone Number - 317-346-5620

**Job Description is below:**

Dr. William Patterson  
SUPERINTENDENT

## **Job Description – Network Administrator**

### **Title:**

Network Administrator

### **Reports to:**

Technology Director

### **Principal Duties:**

- Responsible for the administration of district-wide data networks and related software and hardware.
- Takes immediate action as required to maintain efficient and acceptable levels of service.
- Implements changes when needed to network hardware and software
- Manages and supports the data network, email system, anti-virus, and other network related technologies
- Evaluates networking needs and recommends improvements and modifications to existing infrastructure

### **Responsibilities:**

- a. Regularly communicates with the Technology Director to discuss technology issues.
- b. Performs installation, maintenance, and repair of network technology equipment. This includes, but is not limited to network management, backups, and security.
- c. Develop procedure and written instructions to assist in the use of network technologies and maintains documentation regarding network configuration, operating procedures, and service records.
- d. Tracks significant problems, monitor performance, and perform upgrades and patches as required.
- e. Works with the Technology Director in the development and research of technology to enable stability, growth, and productivity.
- f. Recommends changes to improve systems and network configuration and determines hardware or software requirements related to such changes.
- g. Continues to keep technical skills current via training and certification. Attends classes, seminars, conferences and reviews professional literature to enhance knowledge of trends and developments related to local and wide area network systems.
- h. Assist in technology training.
- i. Trains technical staff to follow proper operating procedures necessary to maintain the integrity of technology.
- j. Serves as facilitator for promoting positive relations in the area of technology within and outside the corporation. Supports and advocates department and Franklin Community School Corporation processes and goals.
- k. Receive and respond to incoming calls and/or e-mails regarding problems in a timely manner.
- l. Develops and maintains an effective relationship with corporation employees.
- m. Participates in development of department policies, objectives, short- and long-range planning.
- n. Provides ongoing support, assistance, and training for Information Services Department personnel concerning technology issues.

- o. Regularly reviews the progress of work in the department so that questions are answered, decisions are acted upon, and problems resolved as it pertains to their role in the department.
- p. Take a leadership role in meetings as it pertains to network technologies.
- q. All other duties as assigned.

**Position Requirements (Including, but not limited to):**

- Has obtained at least an Associate degree and/or has three or more years of experience in working in a similar role.
- Strong knowledge of network architecture and network operating systems. This includes Novell, Microsoft, and Linux operating systems.
- Provide ongoing assistance with technical expertise until task is completed or resolved.
- Strong knowledge of infrastructure requirements and network components.
- Advanced knowledge of network protocols and diagnostic tools.
- Ability to assist with technology direction, guidance, and vision-setting.
- 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 multitask.
- Experience working in a team-oriented, collaborative environment.
- Strong customer-service orientation.
- General knowledge of computers and related technologies as they apply to K-12 education.

**Work Conditions**

- Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals.
- Must be willing to be on-call outside of normal working hours.