Notice of Available Position(s)
Network Administrator
Posting Period: October 4, 2022 until filled

Summary
The Network Administrator's role is to ensure the stable operation of the computer networks. This includes planning, developing, installing, configuring, maintaining, supporting, securing, and optimizing all network hardware and software with the goal of maximizing its use as a learning resource to support teaching and enhance student learning. The person will also analyze and resolve end-user hardware and software computer problems in a timely and accurate fashion, and provide end-user training where needed.

Supervision: Reports to the Director of Technology

Key Responsibilities:
- Manage the day-to-day administration of the network(s), resolving any technical issues relating to the network
- Provide on-going operational support including operating system releases, upgrades, security updates, and any system change activities for servers, laptops, desktops, software and other electronic equipment necessary for the operation of interactive telecommunications in voice, data and video as needed
- Document all changes and additions to the network
- Maintain an inventory of computer system components and software, including all licenses. Ensure that all licenses are current
- Troubleshoot problem areas (in person, by telephone, via remote, or via email) in a timely and accurate fashion, and provide end-user assistance where required

General Responsibilities:
- Perform network design and capacity planning
- Install and configure all servers as assigned
- Administer, monitor, and maintain the internal technology (switches) and infrastructure (cabling) supporting the day-to-day operation
- Perform and document support methods and procedures that ensure stability of all networking systems and services
- Install, configure and maintain network security solutions (virus protection) and remote access hardware and software
- Ensure daily back-up of all networks and systems, testing back-up and disaster recovery procedures periodically
- Administer and maintain network user accounts for district, as assigned
- Serve as a consultant in the design, procurement, and installation of technology
- Conduct research and identify solutions and best price options
- Deliver technical support in a timely fashion
- Communicate clearly and completely with school staff regarding network status and issues

- Assist in the development of long range planning for new media and technology projects
- Support data integrations between the student information system and various supporting applications
- Be well organized and work effectively with specific timelines
- Demonstrate effective interpersonal and teamwork skills
- Present a positive image of CAPS
- Maintain a high level of professionalism and commitment to the mission and vision of CAPS
- Keep up to date professionally
- Other duties as may be assigned

Education Requirements:
Associate's Degree or equivalent

Qualifications:
Upon date of hire:
1. Must have practical experience in technology and telecommunications operations and maintenance in school, business, industry, hospital, or governmental agency using Microsoft Networks
2. Experience with Microsoft Server and switch configuration
3. Microsoft Server, & Cisco switches/router certification preferred
4. Experience in maintaining a virtual server infrastructure preferred
5. Experience with Chrome OS and iOS devices preferred
6. Experience with Mobile Device Management platforms for Chrome OS and iOS preferred
7. Must have good math, written and verbal communication skills

Within 30 days of hire:
1. Complete all required training materials through our SafeSchools training platform

Additional Requirements:

1. Must be able to lift and carry 50 pounds
2. Valid MI state driver's license or state ID
3. Must have own transportation to and from assignments
4. Ability to pass criminal history check

Required Application Materials:
Letter of Interest
Current Professional Resume
Copy of Certifications
List of References (minimum of three references)
Please feel free to include any other application materials that you feel may be necessary.

Apply to:
Brian Mayle, Directory of Technology
Cadillac Area Public Schools
421 S Mitchell Street
Cadillac MI 49601
231.876.5000
Electronic Applications can be sent via email to **jobs@cadillacschools.org**

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