

**Santa Rosa County School District**  
**Job Description**  
**Senior Enterprise Network Administrator**

Reports To: Assistant Superintendent, ITS  
FLSA Status: Exempt  
Department: Information Technology Services  
Prepared by: Human Resources  
Date: September 10, 2019  
Job Code: 44168  
Range: 26

**Preface:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

**Primary Duties and Responsibilities:**

- Design and manage the enterprise network infrastructure.
- Create and maintain comprehensive network management documentation.
- Administer systems that support enterprise network management.
- Actively monitor and troubleshoot Internet/WAN connectivity, enterprise network performance, and security issues.
- Provide replicable network configuration and security blueprints.
- Provide leadership to team members; work effectively as part of a collaborative team.
- Provide input on information technology goals and related projects.
- Evaluate and recommend changes to network requirements and specifications.
- Train and provide troubleshooting procedures to Technical Support personnel for school-based network issues.
- Troubleshoot problems associated with server platforms and network functionality.
- Manage and troubleshoot network related issues.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

**Supervision Received:**

Supervisor/Manager

**Supervision Exercised:**

Assigned Personnel

**Minimum Qualifications & Skills:**

- Graduation from an accredited college with a bachelor's degree in Computer Science or reasonably equivalent major.
- Eight years of enterprise-grade network management experience.
- Based on the *Primary Duties and Responsibilities* – a comprehensive understanding of switching, routing, gateways, WANs, VLANs, load balancing, firewalls, content filtering, and wireless networking.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

**Preferred Qualifications & Skills:**

- Four years of enterprise-grade wireless networking experience.
- PowerShell scripting design and implementation experience.
- Microsoft Windows Server experience.
- Optional: RADIUS server management experience.
- Optional: Linux & macOS experience.

**Physical Demands:**

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff