



Flour Bluff Independent School District Job Description

JOB TITLE: Level 1 Network Administrator

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Technology Director

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- This position will work collaboratively with all within the Information Technology department to support, plan, design, configure, install, and maintain complex networking systems within Flour Bluff ISD's infrastructure.

QUALIFICATIONS:

Minimum Education/Certification:

- Associate degree in information technology related field or 3+ years in IT networking or related field.

Preferred:

- Bachelor's degree in information technology related field or 5+ years in IT networking or related field.

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: DISTRICT INFRASTRUCTURE

1. Oversee the continuous and effective operation of the districts networked computer system.
2. Experience in systems administration including servers and desktops.

3. Knowledge of capacity planning, monitoring tools, and overall network health.
4. Knowledge of local and wide area routing protocols.

ROLE 2: INFRASTRUCTURE MANAGEMENT

1. Monitor and evaluate the effectiveness of technology systems and recommend improvements to optimize performance and efficiency.
2. Assists in Developing, implementing, and evaluating campus improvement plans.
3. Preparing for and prioritizing projects, including yearly maintenance projects.
4. Assists the Director of Technology Operations in managing the IT department.
5. Maintains Districts wired infrastructure including all cable plants. Will work with outside vendors on extensive network reconfigurations.

ROLE 3: PROFESSIONAL GROWTH and DEVELOPMENT

1. Develops needed professional skills appropriate to job assignment.
2. Provides leadership in addressing challenges facing the profession; pursue professional development activities, disseminate ideas and information to other professionals.
3. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
4. Exhibits punctuality and dependability in performing responsibilities.
5. Projects a positive attitude about self and professional responsibilities.
6. Adheres to and complies with state, district, and school regulations and policies for staff.
7. Adheres to the Professional Ethical and Legal Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
8. Adheres to FBISD "Hornet Points of Pride" professional district standards.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals.

Posture:

Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting.

Motion:

Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

Lifting:

Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

Environment:

Work is performed in an office environment; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day.

Mental Demands:

Work with frequent interruptions; emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.