POSITION

Position: Network Administrator, Technology

Classification:

☐ Faculty	☒ Staff
☐ 10-Month	☒ 12-Month
☒ Full-Time	☐ Part-Time
☒ Exempt	☐ Non-Exempt
☒ Designated Onsite	☒ Telework Eligible
☒ Salary	☐ Hourly

Reporting Relationship: Reports directly to the Chief Technology Officer

ORGANIZATIONAL BACKGROUND

From the top of Mount St. Alban, St. Albans School looks up to the Washington National Cathedral and out to the United States Capitol. Our location serves as an embodiment and constant reminder of the School's motto: Pro Ecclesia et Pro Patria, for Church and Country. The school was established in 1909 by the Protestant Episcopal Cathedral Foundation. Our mission is to prepare boys in grades 4 through 12 to develop and use their spiritual, intellectual, artistic, and physical gifts not for themselves alone, but in service of the greater community. As an Episcopal school, we welcome and embrace boys of all faiths and backgrounds to this caring community that learns, prays, plays, sings, and eats together. We are committed to a diversity among students, faculty, and staff that shapes and enriches our shared experiences.

As part of the Protestant Episcopal Cathedral Foundation (PECF), St. Albans, the Cathedral, the National Cathedral School, and Beauvoir benefit from strong ties and collaboration.

DESCRIPTION

Reporting to the Chief Technology Officer, the Network Administrator oversees server and network infrastructure including planning, budgeting, designing, implementing, supporting, and preparing documentation. This position provides network and server support to maximize end user functionality, availability, security, and internal documentation. These infrastructure systems are part of the essential core systems that enable all school departments to utilize technology. Responsibilities include project planning and management, software and equipment acquisition, installation and configuration, ongoing administration, support, vendor management, troubleshooting, documentation, and auditing.

Specifically, areas of responsibilities will include:

- Manage on-campus server infrastructure environment including virtualization hosts, virtual machines, Linux servers, windows servers, databases, storage arrays, and various enterprise applications.
- Manage on-campus network infrastructure including core and edge switches, storage area network, firewalls, virtual private networks, wireless access points, and all fiber and copper cabling.
- Manage uninterruptible power systems for all infrastructure equipment.
- Manage infrastructure systems' security patches, software, and firmware updates.
- Manage infrastructure monitoring system to proactively address potential downtime.
- Manage backup and disaster recovery systems and procedures; including on-campus replication, nightly online backups to Azure Site Recovery.
- Manage and maintain domain and DNS services including domain name registration and SSL certificates.
- Manage and maintain on campus Google Workspace, Active Directory, Office 365, and cloud-based Azure AD environments for user management, licensing, and authentication.
- Manage and maintain on endpoint security software policies and configuration of central console for client and server operating systems (currently Symantec Enterprise Protection).
- Administer and coordinate with the School's Division Heads and Deans any needs for specific Network Access Control, Content Filtering, and monitor client connectivity to the network.
- Administer and coordinate with the Chief Technology Officer the data security testing and training for faculty and staff.
- Occasionally helps troubleshoot, maintain, and support business applications in coordination with the vendor and department owner, including Blackbaud Tuition Management, Blackbaud Education Management, Blackbaud Raiser's Edge NXT, Ravenna, Magnus Health, Remind, Visitu, Apple School Manager, Adobe Creative Cloud, Google Workspace for Education, and other critical software.
- Manage and maintain computer OS images for faculty, staff, student, and lab computers.
- In coordination with Systems Support Manager maintain JAMF and Workspace One for managed School devices such as Mac laptops, Apple TVs, iPads, Windows laptops and desktops.
- Plan and purchase inventory of computers and peripherals for students, staff, and faculty in coordination with Chief Technology Officer.
- Provides support to the Systems Support Manager for any escalated computer, network, or printer issues.
- Occasionally provides end-user support for faculty, staff, and students especially as coverage when other technology staff are temporarily unavailable.

- Monitor real-time service delivery and performance with 24x7 response capability; must carry a cell phone.
- Occasional night and weekend work for scheduled low impact project timing, scheduled department coverage of events, response to alerts from monitoring systems, or emergency incident responses.
- Actively participate in department meetings and other meetings as necessary.

The position may perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

SUPERVISION EXERCISED

For the purposes of management, performance assessment, and span of control, the Network Administrator does not directly supervise any employees but works in coordination with the Systems Support Manager and Systems Support Specialist.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

Experience: A minimum of 5 years of relevant experience

Education: Bachelor's Degree or equivalent IT certifications required; Advanced Degree or equivalent experience in Management Information Systems or Computer Information Systems preferred

Certifications: MCSE, CCNP, VMware VCP Certified Professional, CISM, CISSP, Google Workspace, Microsoft 365 & Azure Administrator Expert certifications preferred

Preferred Qualifications:

- Education level - Advanced Degree and professional information technology certifications.
- Excellent attention to detail and accuracy.
- Ability to function effectively with minimal supervision, while organizing and prioritizing work in accordance with supervisory input.
- Experience managing people and teams to achieve desired results.
- Creative, innovative, and strategic thinking ability.
- Specific skills - troubleshooting, customer service, computer, and AV knowledge.
- Ability to lift at least 50 pounds, ascend / descend ladders, and work under desks and in confined spaces.
- Analytical, organizational, interpersonal, and cross-cultural skills.
- Ability to work efficiently and quickly under pressure.
- Sensitivity for and understanding of academic disciplines and issues.

- Ability to work with faculty, staff, and professionals to promote diversity, equity, and inclusion in the workplace.

PERSONAL CHARACTERISTICS

This position requires an individual with the following characteristics:

- Commitment to St. Albans School's values.
- Good character, kindness, and an open heart and mind.
- Integrity and honesty, with the highest ethical standards to choose the hard right over the easy wrong.
- Personally accountable; assumes ownership, control, and accountability for all areas of responsibility and commitments made to others.
- Accessible and responsive; serves others through collaborative problem-solving and openness to new ideas.
- Passionate, collaborative, strategic, and smart with a hands-on, roll-up-the-sleeves orientation.
- Patient, service-oriented, efficient with commitments to excellence, collegiality, and teamwork.
- Invests the time to be a visible, engaged, and engaging presence on campus.
- Ability to establish trust and credibility with a positive "can-do" attitude.