



JOB DESCRIPTION

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| Job Title: Network Server Specialist | FLSA: Exempt |
| Department: Information Technology | Date Reviewed: 5/1/2019 |
| Security Sensitive: Yes | Grade: C42 |
| Reports To: Director of Information Technology | |

Job Summary

Under the general supervision of the Director of Information Technology, the Network Server Specialist is responsible for a broad range of systems, security administration, and operations in a Microsoft Windows physical and virtual environment. Other duties include monitoring of security and performance of systems, systems disaster recovery, and student and end-user support.

Essential Functions

- Ensures server performance and maintains applications on servers;
- Problem solving and documentation of current and new servers in both physical and virtual environments;

Provides technical support to troubleshoot network and server issues;
Manages access to network resources including network accounts, mailboxes, etc;
Plans, deploys, and documents new servers, printers, devices, and services;
Assists in planning and deployment of disaster recovery procedures;
Ensures that external and internal regulations and policies governing data management are met, including regulations concerning security, audit and privacy;
Works with the Network/Server Administrator to continually expand and improve departmental skillset;
Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date