Mississippi Schools for the Deaf and the Blind

Network Administrator

Reports To: Superintendent

Description of Position: At MSDB we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment brings to a K12 School. The successful Network Administrator will be an equity-minded individual committed to successfully fulfilling the institution's mission.

The Network Administrator is a key member of the Information Technology team and serves as a subject matter expert in enterprise networking. The Network Administrator is responsible for analysis, design, implementation, maintenance and support of the MSDB communications infrastructure, which includes wired and wireless data, voice, video, and other media transmission. This position will have the role of supporting the network infrastructure which provides core network and security services and functionality.

The Network Administrator will also ensure solutions and operational issues are thoroughly documented and consistent with the MSDB long-term roadmap for wired and wireless services.

More specifically, the Network Administrator is responsible for the following:

Duties and Responsibilities

- Assist with the evaluation and purchase of technological computer/network equipment and services.

- Create and maintain system documentation, operational procedures, architectural documentation and hardware/software inventory.

- Ensures the MSDB network and server infrastructure maintains an acceptable level of uptime as determined by the Superintendent.

- Identifies and addresses potential security threats by ensuring that network equipment and servers are up-to-date on firmware upgrades and patches.

- Install, configure, manage, monitor, and maintain networking devices and server equipment including switches, wireless access points, and routers.

- Keep up-to-date on advanced technology trends through documentation, research material, online information, professional development, and involvement in professional organization opportunities approved by the Director of Information Technology.

- Maintain adequate documentation according to departmental guidelines on equipment and programs which affect the functioning of the College.

- Maintain network performance by performing networking monitoring and analysis, and performing tuning; troubleshooting network problems.

- Maintain the MSDB disaster recovery plan.

- Meet regularly with the Superintendent to discuss issues that affect the MSDB Information Technology (IT) infrastructure.

- Monitor network traffic and bandwidth utilization on the internal and external LAN to ensure security and availability.

- Participate in the planning, implementation and maintenance of the MSDB network and systems including hardware, software and upgrades.

- Perform hardware and software upgrades and troubleshooting for faculty, staff, and classroom equipment.

- Propose and implement approved enhancements that will improve the performance and reliability of the MSDB Information Technology (IT) infrastructure.

- Provide on-call support as necessary.

- Provide reports and metrics as needed to support requirements analysis and growth planning.

- Provide specific configurations and setup information for networking devices.

- Rapidly deploy approved fixes in response to newly identified stability and security threats.

- Recommend and coordinate the installation of network drops.

- Review all security logs for unauthorized traffic.

- Perform other duties as assigned by the Superintendent.

Mandatory Requirements

- Minimum of an Associate's degree in Computer Science, Computer Networking, Information Technology, Network Security or related field.

- Two (2) years of full-time experience with installing and maintaining network infrastructure, including servers, routers, firewalls, switches, IPS/IDS, patch panels, cabling, UPS batteries and wireless controllers.

- Working knowledge of networking concepts as well as protocols including VLAN, VTP, and STP.

- Network troubleshooting and configuration abilities, knowledge of DNS, LDAP, RADIUS, DHCP, and Active Directory.

- Experience with virtualization technologies and environments.

- Basic evidence of successful experience with network design and working with enterprise-class

LAN's.

Preferred Qualifications (but not required)

- Bachelor's degree in Computer Science, Computer Networking, Information Technology, Network

Security or related field.

- Valid industry certification such as CompTIA Network +, CompTIA Security +, Microsoft MCSA,

Cisco CCNA, or other globally recognized certification.

- Experience working in an end-user support role.

- Extensive knowledge of the principles, practices, and techniques used in administering complex networks.

- Three (3) years of experience working in a higher education or related setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50-100 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month position.

SALARY

The salary will be commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all the following in order for their application to be considered for employment:

1. *Official* College Transcript(s)

2. Current Resume

DEADLINE

External/Internal – June 18, 2021

Job Type: Full-time

Benefits:

- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Education:

- Associate (Preferred)

Resumes and applications can be sent to Alison Bradford at abradford@mdek12.org or mailed to the address below

Mississippi Schools for the Deaf and the Blind
Attn: Human Resources
1403 Eastover Drive
Jackson, MS 39211