

**Network Administrator**  
**State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=243210>

Downloaded On: Aug. 31, 2024 10:19pm

Posted Aug. 16, 2024, set to expire Sep. 5, 2024

<b>Job Title</b>	Network Administrator
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Aug. 16, 2024
<b>Application Deadline</b>	09/05/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Information Technology
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5523056">https://apptrkr.com/5523056</a>
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<b>Job Description</b>	

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**Network Administrator**

**Salary:** \$96,685.00 - \$118,912.00 Annually

**Location:** Districtwide, CA

**Job Type:** Permanent

**Division:** DO District Office

**Job Number:** 2024059

**Closing:** 9/5/2024 11:59 PM Pacific

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### **General Purpose**

Under direction, performs advanced, complex server and network administration functions providing reliable operations, connectivity and functionality that ensures secured wired and wireless system access for District users; monitors, maintains and repairs assigned LAN/WAN, application, telecommunication, infrastructure and various wireless and virtual networks; works closely with other technical staff to maintain network security and integrity; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Installs manages, monitors, configures and troubleshoots Local Area Networks (LAN) infrastructure, servers and applications, including wiring components, switches, wireless access points, routers and external network connectivity and security devices; plans server hardware upgrades; coordinates network and server-related application projects; maintains records of work and documentation of configurations.
- Performs complex systems administration functions for assigned server platforms in physical and virtual environments; installs, configures, tests and implements system monitoring and management software tools; monitors system resources including server utilization, disk usage, response time and other performance issues; installs and tests operating system patches, releases, upgrades and fixes; develops scripts to automate routine system maintenance tasks.
- Manages assigned wireless services; builds, monitors and maintains wireless networks, access points, switches and routers; ensures the separation and security of all wireless networks including student, labs and staff; installs and configures access points as needed; analyzes and manages network traffic and capacity utilization to achieve optimal performance and availability and meet user needs.
- Maintains overall integrity of the network, server deployment and security; analyzes network resource utilization and implements solutions to correct problems to ensure all network applications are accessible and functioning properly; identifies and recommends appropriate changes to network infrastructure to improve performance, reliability and availability; develops and recommends procedures for network management, including resource allocation of

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centralized, decentralized and remote network services.

- Monitors network system alerts, messages, events, abnormal conditions and activities that may impact performance or security; researches, troubleshoots and works with infrastructure staff, managers and vendors to resolve system errors, failures and other hardware and software issues
- Manages assigned Active Directory, cloud, authentication, image management exchange, email, file, print and various application servers for a college environment; creates user and network accounts, permissions, distribution lists and security groups; troubleshoots and resolves user access, application integration and other problems; may be assigned to manage, maintain and provide technical support for various Districtwide enterprise applications and/or services such as Exchange email and alarm systems and services.
- Develops specifications on various purchases for new or existing network software, hardware and related products as assigned; assists with gathering and reviewing quotes from vendors.
- Leads or participates in a variety of network and server-related application projects; participates in and supports Districtwide large-scale implementation of new network processes, upgrades and equipment rollouts and assists in developing network upgrade strategies and procedures; troubleshoots and resolves conversion and implementation problems.
- Provides on-call support for production servers, network systems and computing infrastructure as assigned; provides backup support to other members of infrastructure systems and technical support teams.
- May provide assistance on disaster recovery functions.
- Troubleshoots and resolves escalated end-user support issues; may provide lead work direction to IT customer support staff.
- May be assigned to manage, maintain and provide technical support to SCCCD Police Department systems including dispatch software, the California Law Enforcement Telecommunication System (CLETS), parking control, surveillance cameras; departmental workstations, personal computers and laptops and dedicated servers; participates in the development and implementation of data security plans and training.

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- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

### **OTHER DUTIES**

- Monitors trends and developments in systems, networking and multi-platform communication technologies; consults with vendors and other sources on industry and product direction, functionality and capabilities.
- Attends various meetings and participates on committees as required.
- Performs asset management functions including asset tracking and equipment disposal.
- May provide basic training to customer support staff on network/telecommunication structure, equipment operations and protocols in solving simple network-based problems.
- Performs related duties as assigned.

### **Employment Standards / Minimum Qualifications**

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### *Knowledge of:*

- Principles, practices and methods of systems and network administration and maintenance, including procedures for establishing network connectivity.
- Operating system architecture, characteristics, commands and components applicable to college computer platforms.
- Network architecture and theory and principles of network design.
- Principles and practices of systems analysis and design.

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- Advanced methods, principles, practices and techniques for troubleshooting and determining the causes of system, software and computer hardware problems and device errors and failures.
- Cable and wiring standards.
- Active Directory, authentication and image management functions and the implementation of related policies.
- Imaging systems and software.
- Desktop and portable computers and tablets including hardware and software installation, operation and maintenance.
- Methods and techniques for monitoring baseline system performance.
- Basic asset management practices.
- Customer services principle and practices.

*Skills and Abilities to:*

- Perform complex and difficult network administration functions in a multi-platform and operating system environment accurately and efficiently;
- Configure, maintain, manage and tune the operations of complex operating and network systems to achieve optimal technical performance and user support.
- Manage Active Directories.
- Manage anti-virus servers and deploy updates and security policies.
- Read, interpret and apply concepts found in complex technical publications, online manuals and other documents.
- Troubleshoot, diagnose and resolve complex and ambiguous computer software and network connectivity problems and failures; make or recommend modifications.
- Understand and apply the analysis of functional requirements to the development of proposals,

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specifications and recommendations for efficient, cost-effective systems and technology solutions.

- Prepare clear, concise and accurate product specifications, system documentation, reports and other written materials.
- Work cooperatively with infrastructure staff, other Network Administrators and various vendor and contractor support groups.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in information technology, computer science, computer engineering or a closely related field, and at least three years of progressively responsible experience in the analysis, design, installation and administration of network infrastructures; or an equivalent combination of training and experience

Experience at the level of Lead, IT Customer Support Technician may be substituted for two years of the required education.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Professional certifications in areas of assigned responsibility are highly desirable and will be specified

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on recruitment bulletins.

## **PHYSICAL AND MENTAL DEMANDS**

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

### *Physical Demands*

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds and occasionally up to 100 pounds with assistance.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### *Mental Demands*

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

## **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.



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## Assessment Process

### APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (must include when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.**

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

### APPLICATION REVIEW AND ASSESSMENTS

**The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.**

The assessment process will include a competency assessment (40% weight) and an oral interview assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

### TESTING TENTATIVELY SCHEDULED AS FOLLOWS

Competency Assessment: September 17, 2024



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Oral Interview Assessment: September 26, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

### **ELIGIBILITY LIST**

**Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List.** Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. The eligibility list will be used to fill current vacancies in this classification Districtwide for at least six (6) months. The current vacancy is at the District Office.

**PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

### **ACCOMMODATIONS**

**Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.**

**SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4620392/network-administrator>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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