

# Information Systems - Network Administrator

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## OVERVIEW

Reporting to the Manager, Information Technology for Learning (ITL), the Information Systems – Network Administrator (IS-NA) is responsible for managing and maintaining network infrastructure to support the educational and administrative needs of the district. This role contributes to the effective and efficient operation of our information technology resources by analyzing existing systems, defining requirements, proposing technology change, and offering technical expertise to staff.

The IS-NA undertakes projects alone or acts as project manager involving significant business analysis, technical analysis, scripting/software development and technical support including implementation, system configuration, security management, and performance optimization to enhance and evolve network infrastructure. The position operates in an environment of constantly changing priorities and short timelines with mission critical systems.

## POSITION DESCRIPTION

### INFORMATION SYSTEMS - NETWORK ADMINISTRATOR

#### ISNA-1

Analyses and evaluates existing or proposed systems and devises technical solutions or develops proposals to evolve district technology in alignment with business requirements, often involving extremely confidential information. Prepares charts and diagrams to assist in problem analysis and solution development. Prepares detailed program specifications and coordinates systems changes with IT and other departments, and ensures satisfactory results aligned with business requirements.

#### ISNA-2

Schedules, coordinates, and conducts interviews with a variety of District staff to gather business requirements and identify user needs. Actively, with initiative and curiosity, seeks to understand the IT needs of District staff and works toward resolution. Defines user requirements for modifications to existing systems and procedures and designs new systems and procedures.

**ISNA-3**

Provides training and conducts in-service sessions for District staff. Develops and communicates complex IT concepts in a logical and persuasive fashion and expresses them in conversation, writing and formal oral presentations. Highly effective communications skills are essential to coach, train, guide, develop or otherwise improve the skills of others in systems related areas.

**ISNA-4**

Plans, organizes, schedules and coordinates systems, products, resources, and vendors to implement approved projects. Monitors the quality, accuracy and security of the systems, products and resources involved in the implementation phase and revises and corrects problems as they occur.

**ISNA-5**

Works independently in planning and carrying out assignments. Work is reviewed only for attainment of objectives and adherence to deadlines. Past practices and precedents provide only general direction.

**ISNA-6**

Participates and makes recommendations during reviews of existing systems and procedures and in testing, evaluation, acquisition and installation of new hardware, software and other technology solutions.

**ISNA-7**

Builds and develops team approaches to problem solving where individual skills and abilities are pooled to address and resolve issues.

**ISNA-8**

Produces and maintains comprehensive operational and process documentation for the network systems infrastructure.

**ISNA- 9**

Tests changes to and modifications of technical systems including but not limited to version upgrades and system and security patches.

**ISNA-10**

Develops, installs and applies appropriate tools and procedures to measure system performance and usage and security and recommends or takes appropriate action to maintain optimal security and performance of those systems.

**ISNA-11**

Lifts and moves material up to 18 kg (40 lb.)

**ISNA-12**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description.

**QUALIFICATIONS FORM**  
**INFORMATION SYSTEMS - NETWORK ADMINISTRATOR**

<b>EDUCATION</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Post-secondary degree in Information Technology, Computer Networking, or a related field.  <b><i>OTHER RELATED COURSES</i></b>  Cisco Certified Network Associate (CCNA) or  Cisco Certified Network Professional (CCNP)
<b>EXPERIENCE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  A minimum of 4 years specific experience OR six years or more of related experience.  Proven experience supporting and maintaining a distributed, multi-vendor enterprise network environment (Cisco and Palo Alto Networks).  Deep understanding of Layer 2 and Layer 3 switching and routing technologies using Cisco Catalyst platforms.  Hands-on experience managing and troubleshooting Networks Next-Generation Firewalls (NGFW) at scale, including security policy design and VPN configuration.  Familiarity with systems like Palo Alto, Aruba, ClearPass, Fortinet, Firewalls, VPN, VoIP.

<p><b>KNOWLEDGE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Thorough knowledge of business, educational and networking computer systems</p> <p>Working knowledge of current network systems and network configuration best practice, including configuration and management of network devices, firewalls, WAN and LAN setups.</p> <p><b><i>JOB SPECIFIC REQUIREMENTS</i></b></p> <p>Strong understanding of DevOps principles.</p> <p>Ability to support Internet of Things (IoT) devices and networks.</p> <p>Knowledge of programming and/or scripting languages (e.g. PowerShell, Python, Bash &amp; Ansible).</p> <p>Experience with network automation and infrastructure-as-code tools (e.g., Ansible) to streamline network operations.</p> <p>Knowledge of modern protocols like SD-WAN and IPv6 is an asset.</p> <p>Proxy management is an asset</p> <p>Familiarity with NAC solutions is an asset.</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Ability to configure and support a variety of LAN and WAN networks</p> <p>Ability to accurately update firewall rules and manage access.</p> <p>Ability to accurately manage VPN access.</p> <p>Understanding of security tasks such as updating certificates and managing web application firewalls.</p> <p>Understanding of how VLANs and IP addressing.</p> <p>Ability to develop and support related computer systems</p> <p>Ability to learn and adapt to rapidly changing technologies</p> <p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Oral communication skills including the ability to relate to staff and the public</p> <p>Ability to exercise tact and courtesy in explaining and exchanging ideas, data and information</p>

	<p>Ability to work collaboratively in a team setting and to maintain confidentiality, patience and, flexibility</p> <p>Able to work with minimal supervision</p> <p>Ability to work under pressure with multiple deadlines</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to independently apply appropriate methods, procedures and policies</p> <p>Ability to creatively problem solve to deal with requests, complaints and clarification of information</p> <p>Ability to document, summarize and interpret information</p> <p>Ability to develop work methods and pay close attention to detail</p> <p>Ability to give advice, guidance, instructions and directions</p> <p>Ability to ensure accuracy and reliability of data and quality of assignments</p> <p>Analytical ability and organizational and time management skills</p>
<p><b>WORKING</b></p> <p><b>CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient mobility for occasional travel to meet with users at multiple locations</p> <p>Able to lift up to 18 kg and operate related equipment</p> <p>Able to perform related physical and mental activities</p> <p>Sufficient vision and hearing to perform related job duties</p>

Reviewed: April 2025