YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

TECH III – NETWORK ADMINISTRATOR

DEFINITION:
Under the supervision of the Executive Director of Technology Services, the Tech III - Network
Administrator will set up and maintain County devices and cloud network infrastructure as well
as create automated processes to benefit the organization. The Tech III – Network Administrator
protects YCOE from cybersecurity intrusions, ensures YCOE's data is in a perpetually
recoverable state, while adhering to confidentiality requirements, including CIPA while using
best practices. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:
Executive Director of Technology Services

SUPERVISION OVER:
None

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Establish and maintain the resources used in provisioning, configuration,
  infrastructure devices, communications devices, mobile devices, peripherals,
  software, endpoint protection, and other technology.
- Setup and maintain on-premises and cloud solutions for network infrastructure
  solutions, servers, appliances and other hardware and cloud concepts.
- Ensures the availability of the organization's core business functions, examples
  include: email, user data repositories, websites, VoIP, network infrastructure,
  redundant power, internet access, databases, web filtering, etc.
- Troubleshoot all aspects of the organizations technology assets.
- Monitors and reports the status of YCOE's partners connectivity and
  provides assistance in incident resolution.
- Creates automations for the purpose of provisioning, maintenance, software
  deployments, configurations, backups, and security.
- Account access provisioning and auditing for organization technology, and buildings.
- Provide solutions and technology suggestions for organization infrastructure needs.
- Network connectivity provisioning and troubleshooting up to core network appliances.
- Maintains and monitors the Network Operations Center (NOC) functions and alerts.
- Create, update, and follow knowledge base and process documentation for staff and
  department use.
- Customize and deploy advanced operating system and software configurations.
- Deploy centrally and cloud distributed software solutions and security policies.
- Lead and organize IT projects, deployments and inventory management.
- Efficiently and timely react to and resolve any cybersecurity intrusion events.
- Efficiently enact a disaster recovery plan should the network be compromised.
- Stay up to date with technology trends, security trends, and best practices.
- Physical technology repairs.

TECH III – NETWORK ADMINISTRATOR

MINIMUM QUALIFICATIONS

Education, Training and Experience:
- High School diploma or equivalent.
- Five years of experience that is directly related to the duties and responsibilities specified, two of which years in Network Administration.
- Complete Technology Proficiency Exam.
- Relevant information technology certificates preferred.

Knowledge of:
- Microsoft, Apple, Google and other Operating Systems, hardware, and applications up to a centrally or cloud managed level.
- Mastery of physical, virtual and cloud infrastructure and servers.
- Email, Calendar and other communication platforms.
- Customer support dynamics.
- Clear understanding of confidentiality and CIPA laws, regulations, and best practices.
- Department workflows.
- Industry best practices.

Skills and Abilities:
- Work collaboratively with team members to assure efficient operations of organization owned technology.
- Communicate effectively in both oral and written forms; read, understand and follow instructions.
- Manage and prioritize multiple activities.
- Troubleshoot and resolve technology issues in a timely and efficient manner.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Department workflows.
- Project Planning.
- Industry best practices.
- Discovery and communication of industry trends and concerns.
- Data analysis.
- Report generation.
- Work with YCOE's partners.
- Work nonstandard hours for special projects.
- Diagnostics and troubleshooting.
- Complete tasks with many interruptions.
- Understand and carry out tasks assigned in written and oral form.
- Demonstrate sensitivity and understanding of the diverse academic, socioeconomic, cultural, ethnic, backgrounds and physical and learning disabilities of staff, students, and the community.
- Operate County vehicle.
- Mechanical aptitude.

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Physical Requirements:
- Bending at the waist, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:
Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This position may travel between sites to provide services.

Licenses and Certificates
- Valid California Class C Driver License.
- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified
Salary Range: K
Approval Date: 8.15.24