

PLEASE POST

ESSEX COUNTY SCHOOLS OF TECHNOLOGY
BOARD OF EDUCATION
LEROY F. SMITH, JR. PUBLIC SAFETY BUILDING
60 NELSON PLACE, 1 NORTH – NEWARK, NJ 07102

SPECIFICATIONS FOR POSITION OF:

SYSTEMS NETWORK ADMINISTRATOR

There is an opening for a Systems Network Administrator. Interested applicants should submit a letter of interest and resume to Human Resources or via email at jobs@essextech.org (specify position sought in subject area) no later than **July 22, 2019**.

QUALIFICATIONS

1. Minimum of three years experience in Information Technology required, Bachelor's Degree in Computer Science and/or technology certifications preferred.
2. Experience with hardware and software, and be familiar with Microsoft, Mac OS, and Droid platforms.
3. Experience with host configurations for network connectivity, and rollout of new hardware devices.
4. Experience with ticketing systems and troubleshooting network connected devices and networking issues.
5. Successful candidate will have excellent interpersonal skills. Training in district's systems or equivalent as appropriate is required.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Must be resident of New Jersey or attain primary residency in New Jersey within the year unless exempted under the law.

BASIC FUNCTIONS AND RESPONSIBILITIES

Works with LAN / WAN, and individual personal computers, hardware and software. Keeps abreast of latest developments in computer technology and administrative software programs and makes recommendations for upgrades and new applications. Improves knowledge of computer systems through participating in technical training programs. Works with department in providing technical advice for the development of the districts technology plan. Provides back up support and performs other related duties as assigned.

TERMS OF EMPLOYMENT

\$44,000 - \$66,000 (2018-2019 contract rate)

This is for full-time day during 12 months of the year. Position is governed by collective bargaining agreement by and between the Board of Education and the Essex County Vocational Education Secretaries, Systems Network Administrators and Paraprofessional Association.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

The Essex County Vocational and Technical High Schools are public schools supported by County, State and Federal Funds. There are five such programs operated by the Board of Education for the Vocational Schools in the County of Essex. These include four high schools and one adult center. In addition to salary, the Board of Education offers fringe benefits to all employees. These benefits include maintenance of hospitalization insurance including Aetna Medical, Dental Plan and Maxor Plus Prescription Plan. The Board also maintains a \$4,000 Group Life Insurance Policy for each employee.

**THE BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS
IS AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**