

ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

Flexible hours: Must work 8 hours per day between 7 a.m. and 5:30 p.m. Monday-Friday.

NETWORK ADMINISTRATOR ASSISTANT

Essential Function (s): Provide support to Network Administrator.

Responsibilities: Provide support to Network Administrator, implement and monitor assigned projects.

Reports to: Network Administrator

Supervises: Does not supervise others.

Salary Range: \$23,500.00 - \$34,000.00

Physical and Mental Requirements: Strong desire to succeed. Detail and multi-task orientation. Efficient and quick. Pleasant, articulate, confident speaking voice. Must be able to cope well with stress. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50#.

Experience Requirements: Knowledge of computers including: Operating Systems, Servers, Data Storage, Virtual Private Networks (VPN), File Sharing and Computer related technology in general. A general working knowledge of Microsoft Word, Excel and the Internet. Ability to read, speak and write with proficiency in the English language. Ability to work effectively with people and demonstrate respect for them regardless of their situation.

Educational Requirements: GED or high school diploma; college level education a plus.

Licensing / Certification Requirements: Daily driving is required. Must provide own vehicle, valid Driver's License and proof of full insurance coverage. Must pass criminal background check. Negative tuberculosis screen.

Ability to Operate Equipment/Tools: Computer, copier, fax machine.

Environment Factors/Working Conditions: Enclosed facility, office environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood.

Job Duties:

1. Maintain confidentiality in all areas of responsibility.
2. Type correspondence and reports as needed.
3. Provide status reports of projects when requested.
4. Monitor and follow up on projects.
5. Respond to requests for information from staff.
6. Operate all office machines and equipment.

7. Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
8. Perform other duties as assigned and reasonably within scope of duties listed above.

I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____

10/08

Name (Print): _____