Oak Grove School District

JOB TITLE: Network Specialist/System Administrator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To coordinate and monitor the daily activities of the computer network. Develop methods of networking micro applications, develop and maintain wide area networks (WAN) that interface local area networks (LAN) and micro and minicomputers and perform other related duties as requested. Employees in this classification receive limited supervision with a broad framework of policies and procedures. This job class requires a high level of technical skills and an ability to interact positively with all levels of staff.

TYPICAL DUTIES

- Installs, monitors and maintains the LAN and WAN systems, routers, servers, microcomputers, peripherals and associated software

- Test and maintain client and server LAN configurations

- Enter and maintain user lists on all servers.

- Monitor and troubleshoot the overall network performance.

- Maintain documentation on all networked computers and peripherals.

- Maintain documentation concerning the WAN/LAN network including circuit numbers, DSU/CSUs, IP addresses and other related information

- Administer networks including file management, upgrades, software installation and problem solving, running cables, adding and relocating work stations.

- Plan and carry out a preventative maintenance program for networks, equipment and software

- Provide technical assistance to all school staff

MINIMUM QUALIFICATIONS

- Knowledge of experience with wide area networks interrelating to local area networks

- Knowledge of and experience with TCP/IP protocol

- Knowledge of and experience with TCP/IP and T1 phone lines

- Knowledge of and experience with network management tools

Network Specialist/System Administrator (Cont'd.)

- Knowledge of and experience with LAN operating systems including, but not limited to, Novell and Windows NT

- Knowledge of and experience with print sharing

- Experience installing and troubleshooting application software

- Experience setting up, training and supporting multi-user data-based systems, including local area networks

- Experience with Microsoft Workgroup/Windows/NT

- Knowledge of cross platform including DOS, MAC and Windows

- Ability to work with other technical personnel on highly sophisticated micro networked projects

- Ability to read, interpret and apply complex technical publications, manuals, and other documentation

- Ability to analyze complex administrative and data system, identify problems and develop logical conclusions and effective solutions.

- Ability to establish and maintain effective working relationships with staff of user departments and information systems employees

- Ability to clearly document procedures and provide training for information systems staff and users on implementation and operation requirements of the system.

- Ability to communicate effectively to both technical and non-technical users

- Significant physical abilities include lifting/carrying/pushing/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations, near/far visual acuity

REQUIRED CERTIFICATION/EXPERIENCE

- Network Engineer Certificate (CNE) or Network Administrator Certificate (CNA) or five (5) or more years of successful LAN/WAN network experience

- Valid California Driver's License