POSITION DESCRIPTION

TITLE: **COMPUTER NETWORK SPECIALIST**

TYPE   Classified

Reports To: District Technology Coordinator

POSITION SUMMARY:

To provide support in the operation, maintenance, and upgrading of network hardware and software including servers, switches, firewalls and other network devices. Provide support in testing, installation, and troubleshooting of software applications and hardware. Train district technology staff in hardware and software use as needed.

MINIMUM QUALIFICATIONS:

1. Minimum 2 years of college or post-secondary training appropriate to the position
2. Knowledge of and skills in managing district network software.
3. High School Diploma or equivalent by OAR 581-37-030.
4. 18 years of age or older.

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Accurately diagnose, test, recommend and implement solutions for network problems or improvements.
4. Install network software, applications and upgrades and adjust applications to meet user requirements.
5. Maintain network hardware, software, security cameras, wireless access points, VOIP, and other network devices as assigned.
6. Provide technical assistance with operation, troubleshooting and/or repair of network software and hardware.
7. Maintain records of licenses of network software and inventory of server and networking hardware in the district.
8. Support site LANs following district standards under direction of supervisor.
9. Install new software applications and upgrades and adjusts applications to meet end user requirements.
10. Maintain and update LAN and network software documentation.
11. Respond to technology related problems with users at user's site or via telephone/ e-mail.
12. Perform file maintenance activities such as backing-up files, transferring files between computer systems, and archiving procedures.
13. Assist with the support of desktop application software.

14. Disseminate computer-related information throughout the district via E-Mail and other correspondence.
15. Assist Technology Coordinator with preparation, implementation and maintenance of the current technology plan.
16. Develop user manuals and procedures for use with district approved hardware and software as they relate to the network.
17. Work with Technology Coordinator and computer support staff to achieve cohesive coordinated computer support for all district users.
18. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
19. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
20. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
21. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
22. Assists parents and community members as needed.
23. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
24. Complies with professional development activities as required by the District.
25. Holds expectations for high performance of self and students.
26. Demonstrates computer literacy and operates software programs as related to job responsibilities.
27. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
28. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
29. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
30. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and/or Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor.

PHYSICAL DEMANDS:

Physical Work Requirements: [X] Yes   [ ] No
If yes, see addendum to Computer Network Specialist description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged, with salary according to current schedule.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents."

"I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I am able to fulfill the essential functions of the above position."

_____

Employee Name (Print)

_____   _____

Employee Signature   Date