

St. Helens School District 502

Job Description

District Network Specialist

General Duties: The District Network Specialist's primary focus will be the design, installation, and maintenance of the District's data and telecommunications network infrastructure with a secondary, but just as important, focus on the operation and maintenance of the district's PC and software platforms.

Essential Requirements:

- A. Thorough knowledge of the policies, procedures, and practices of network and information systems.
- B. Thorough knowledge of network systems design, analysis, and troubleshooting principles and procedures.
- C. Ability to analyze complex network practices and operations, develop appropriate applications and provide meaningful data and training on effective usage.
- D. Ability to troubleshoot and diagnose specific problems with the network, computers, and associated equipment.
- E. Thorough knowledge of computer hardware and software applications including networking, programming, database design, peripheral equipment, and network security.
- F. Knowledge of , and experience working with; Windows 2003, Windows XP/2000, Active Directory, DNS, Exchange 2003, SQL 2000, and other back-end Microsoft Products.
- G. Knowledge of, and experience working with network switching/routing, and configuration of such, including VLANs, VPN technology, Radius Authentication, and Encryption Services including ISA Server.
- H. Ability to provide insight and recommendations on network, computer hardware and software systems, and recommend appropriate equipment and solutions to comply with quality, specifications, budget, support, and enhanced features requirements.
- I. Ability to perform complex diagnostics and technical service utilizing the appropriate equipment and tools.
- J. Ability to troubleshoot, manage, and perform basic maintenance and upgrades of district telecommunications platforms including telephone and cellular technologies.
- K. Ability to conduct forensic examination of network and computer systems.
- L. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- M. Ability to understand and follow oral and written policies, procedures, and instructions.
- N. Ability to prepare and present accurate and reliable reports containing findings and recommendation.
- O. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

District Network Specialist: (Continued)
Essential Requirements: (Continued)

- P. Display integrity, ingenuity, cost-effectiveness, and inventiveness in the performance of assigned tasks and duties.
- Q. Physical requirements which may be included in a typical work day:
 - 1. Stand/Walk 3-6 Hours
 - 2. Sit 1-8 Hours
 - 3. Lift Up to 75 pounds
 - 4. Perform repetitive motions with hands and fingers.

Essential Responsibilities:

- A. Perform all duties in accordance with St. Helens School District policies, procedures, and State and Federal law.
- B. Implement and maintain network hardware and software, including district servers, antivirus and anti-spam systems, switches/routers, firewalls, and intrusion detection systems for district network functionality.
- C. Assist in the purchase, maintenance, and repair of district computer and software platforms.
- D. Perform day-to-day, routine, and periodic network administration duties including event log monitoring and data backups where applicable.
- E. Troubleshoot network connectivity problems, including monitoring network and servers for problems, diagnosing problems, and taking appropriate corrective measures to ensure timely resolution and maximum uptime of network systems.
- F. Implementation of network disaster recovery and hardware, software, and information protection and integrity.
- G. Assist in analyzing the District's recommendations for network and computer system requirements, and select appropriate replacement and/or upgrade of equipments, including vendor selection, quote generation, purchasing decisions, and proper delivery and installation.
- H. Ensure network security by insuring proper user accessibility, internet/intranet usage, and proper settings.
- I. Perform user and system administration of district-wide telecommunications systems including voicemail management, telephones, and cellular service.
- J. Assist in the maintenance and repair of District Follett Library Servers.
- K. Assist in the maintenance and repair of District free/reduced and lunch automation systems.
- L. Assist in the technical development of district staff on district information systems.
- M. Continue professional/technical development through classes, seminars, workshops, and other industry accepted training methods.
- N. Perform other duties as assigned by the District in the area of technology.