**OROVILLE UNION HIGH SCHOOL DISTRICT**
**JOB DESCRIPTION**

**JOB TITLE: Systems Specialist**

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| SALARY LEVEL: | Step 32 | DIVISION: | Classified |
| DEPARTMENT: | Technology | LOCATION: | District |
| REPORTS TO: | Maintenance Supervisor | | |
| APPROVED BY: | Board of Trustees | DATE: | June 19, 2019 |

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**SUMMARY:** Under general supervision of the System Administrator, performs a variety of complex technical tasks involved in the design, installation, configuration and maintenance of local area (LAN) and wide area (WAN) networks. Provides management, monitoring, and troubleshooting support throughout the district for security operations, network routing, switching, WIFI networks, and voice services equipment. Also manages security infrastructure, including firewalls, DMZ, network services, load balancing, VPN, IP cameras, POS and card access devices as needed and will perform other job related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

- Designs district LAN (local area networks) and WAN (wide area networks) with an emphasis on the needs of secondary education. Installs, configures and maintains network switches, routers, bridges, wiring, NIC's and repeaters. Installs and administers servers. Troubleshoot and resolve problems with the network and network services.
- Installs and administers enterprise network servers. Troubleshoots and resolves problems with the network and database services.
- Confers with District administrators and personnel to determine data management requirements. Utilizes or modifies existing software. Defines information and key fields, code files and format reports. Analyzes administrative activities and determines operational and information management needs. Designs and implements computer-based systems for the collection, analysis and presentation of financial and statistical information. Develops training materials and user manuals. Explains system requirements and procedures.
- Acts as liaison with vendors, manufacturers, District administrators and personnel. Attends meetings, workshops and seminars to maintain current knowledge of technological advancements in the field.
- Manages E-mail accounts and ensures security of the District E-mail server.
- Manage and maintain the domain name service for district WAN.
- Oversee the development of the Internet Information Service.
- Assist in the preparation and implementation of the assigned budget for network and computer equipment projects.
- Observe equipment for proper operation. Monitor computer systems for optimum user and job utilization. Take corrective action as necessary. Produce reports, documents and other output.
- Design, implement, maintain and monitor a continuous/redundant backup system to ensure minimal downtime in the event of loss.

- Respond to remote site equipment problems. Determine which equipment is not functioning properly, including modem, cables, bridge, router, telephone lines, terminal, network interface card, or protocol stack. Support and maintenance of phone system.
- Train and assist users in the implementation of new or changed on-line remote equipment. Provide training and assist users in E-mail and other network services.
- Order and stock necessary supplies, paper and forms.
- Perform personal computer software/hardware installation and troubleshooting as assigned.
- Attend and participate in staff meetings and in-service activities. Attend workshops, conferences and classes to increase professional knowledge. Stay up to date of new technologies and software.
- Install, maintain and troubleshoot video surveillance systems.
- Provide support and management for Google (G-Suite) and configuration as needed.
- Provide Chromebook, tablet and mobile device provisioning.
- Documentation of network infrastructure.
- Monitor the core network infrastructure.
- Perform software upgrades and patches as needed.
- Assist with E-rate program development and requisitioning.
- Installation, monitoring and troubleshooting of projectors, cameras, bell systems, speakers, clock and alarm systems.
- Tracking and keeping software and licenses up to date. Reviews and submits requisitions for licenses, maintenance agreements and service contracts.
- Monitors network usage to ensure security of data and access privileges.
- Assist with the web site development; Updates web site content as needed.
- Provides leadership and training to department staff regarding technical duties and procedures; Provides technical leadership to support desk technicians and staff.
- Performs other duties as required to accomplish the objective of the position.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** AA/AS Degree or equivalent is required with emphasis in Computer Science, Information Systems and/or Data Processing. Bachelor's Degree is preferred or any combination of education and experience equivalent to graduation from an accredited college or university with a major in Computer Science/Business Administration, Network Administration, Systems Engineering or related field. Network installation, maintenance, operations and troubleshooting. Qualified candidates must have three (3) year's directly related experience, including installing, maintaining and troubleshooting WAN and LAN Networks and related materials.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports.

**MATHEMATICAL SKILLS:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES AND LICENSES:**

- California Driver's License (required by the first day of service).
- Comp TIA Network+ certification
- Comp TIA Security+ certification
- Cisco CCNA certification
- Microsoft Windows Server certification
- VMware Certified Professional certification
- G-suite Administration certifications
- Cisco CCNP certification preferred
- Microsoft Windows Client certification preferred
- Comp TIA A+ certification preferred
- First Aid Certificate is preferred.

**OTHER SKILLS AND ABILITIES:** Computer experience. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to learn the procedures and functions necessary to perform assigned duties. Learn, interpret and apply departmental policies, procedures, rules and regulations. Learn and adjust rapidly to new applications software, operating systems, new technology and procedures. Diagnose problems in computer and peripheral equipment. Utilize diagnostic and problem solving skills. Interact effectively and sensitively with staff and students from diverse backgrounds. Demonstrate an understanding, patient and receptive attitude toward students, staff and community.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear for extended periods of time. The employee is occasionally required to stand for extended periods of time; ability to walk while carrying objects while performing duties; reach with hands and arms routinely; stoop, kneel or crawl occasionally. The employee is occasionally required lift or carry heavy objects. The employee is occasionally required to use and work from ladders while performing installation, maintenance and troubleshooting. Specific vision abilities required by this job include close vision, the ability to distinguish colors and the ability to adjust focus.

Ability to exert 25 pounds of force frequently and up to 50 pounds infrequently; however, if lifting more than fifty (50) pounds a partner must be used; to lift, carry, push, pull or otherwise move objects. Manual dexterity to operate a telephone and enter data into a computer using both hands. Sufficient hearing to understand speech at normal room levels and to hear and understand speech on a telephone. Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and while addressing groups. Sufficient body movement and mobility to drive an automobile when required.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet, but in lab situations it may be moderate to noisy.