

LYON COUNTY SCHOOL DISTRICT- HR Department

District – Information Technology - Network Systems Assistant

Job Group: Data Processing

Classification: Classified

Terms of Employment: Pay Grade 30 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

This position is responsible for assisting in the maintenance of computer hardware and software that comprises a computer network. This normally includes the deployment, configuration, maintenance and monitoring of active network equipment. The Network Systems Assistant will assist in the design, deployment, overall health of the network, server deployment, security, ensuring network connectivity throughout Lyon County School District's LAN/WAN infrastructure, and all other technical considerations at the network level of an organization's technical hierarchy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assist in the management of servers, including e-mail, DNS, print, and backup servers and their associated operating systems and software.
2. Assist in the Management of security solutions, including firewall, anti-virus, intrusion detection systems, content filtering, and anti-spam systems.
3. Assist in the management of all network hardware and equipment, including routers, switches, wireless WAN/LAN.
4. Assist in the installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices.
5. Assist in the assurance of network connectivity of all workstations including network wiring.
6. Assist in the administration of all equipment, hardware and software upgrades as needed.
7. Assist in performing network design and capacity planning.
8. Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
9. Interact with vendors, outsourcers, and contractors to secure network products and services.
10. Assist in the Development, implementation and maintenance policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery.
11. Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
12. Assist in the establishment of service level agreements with end users.
13. Administer and maintain end user accounts, permissions, and access rights through Microsoft Active Directory/LDAP and group policies.
14. Perform server and security audits.
15. Perform system backups and recovery.
16. Monitor and test network performance and provide network performance statistics and reports.
17. Recommend, schedule, and perform network improvements, upgrades, and repairs.
18. Serve as on-call contact for network issues during non-school hours.
19. Performs and participates in other related duties as assigned by the IT Director or their designee

POSITION EXPECTATIONS:

1. Use good judgment in applying established guidelines to solve work problems.

2. Work independently and without close supervision but as directed.
3. Adapt to changing situations and environments.
4. Follow complex oral and written instructions, including technical manuals.
5. Work with other employees as part of a team.
6. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers, and students.
7. Regular and consistent punctuality and attendance are essential functions of the job.

POSITION REQUIREMENTS: Education and Training:

1. High School Diploma or equivalent.
2. Bachelors Degree in Computer Science or 4 or more years of relevant experience or an equivalent combination of technical training and experience preferred but not required.
3. Knowledge of Macintosh and Windows Operating Systems/hardware, TCP/IP protocols, Ticket/Work Order System, and MS Office products.

Licenses and Certifications:

1. Employee must possess an A+ and Network+ certification, or in lieu of certification demonstrate a minimum of four (4) years' experience in network administration.
2. A valid Nevada Driver License with a driving record in Good Standing.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled office settings, with some work in environments with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated

equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing				
Lifting &/Or Carrying objects:				
Up 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation	X			
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			

Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____