



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** INTERNET SERVICES SPECIALIST  
**REPORTS TO:** Director of Technology **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 266 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** 10/27/11

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#### **JOB SUMMARY:**

Under the supervision of the Director of Technology, the Internet Services Specialist operates and maintains a variety of Internet based resources that will be accessed by users from a variety of locations, using a wide range of Internet accessible devices. Responsibilities include, but are not limited to, support, upgrade and installation of patches on District based services for web based applications; manage and maintain databases used by third party Internet based applications accessed by District staff and students; implementation and support of District based network security procedures; provide user support for District staff in the use of Internet based applications; and work in collaboration with the Information Technology Specialist, Student Data Specialist and the Systems Support Specialist to provide new and emerging Internet based resources for users. The Internet Services Specialist will also perform other duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Coordinate daily operations of centralized and distributed information resources including Student Information Systems, Human Resources Management Systems and Business Management Systems.
2. Monitor and maintain all in-house and off-site data resources to insure the highest level of availability and performance.
3. Develop and implement integrated end user information delivery mechanisms such as web portals and customized database front ends.
4. Assist in the development of additional information resources.
5. Install patches and upgrades to a variety of information systems.
6. Evaluate security and recommend changes to improve system integrity.
7. Configure and maintain centralized systems such as database servers, file servers and telecommunications servers.
8. Configure and maintain core routing and switching devices necessary to provide electronic data connectivity with school sites and outside resources.
9. Configure and maintain services such as e-mail systems, content filtering systems and intrusion detection systems.
10. Provide support and monitor District network services, including support for mobile devices.
11. Provide support for other district technical staff, as well as users at the school sites and the District Office.

#### **Employment Standards:**

Incumbents must be able to perform essential duties 1-11 with or without reasonable accommodation.

**QUALIFICATIONS:**

**Education/Training Experience:**

- Bachelor’s degree in computer science or equivalent high level of technical skill as demonstrated by education and work experience.
- Experience in the installation, configuration and optimization of Cisco network hardware including routers, switches, firewalls and wireless devices in both Local area Network hardware (LAN) and Wide Area Network (WAN) environments.
- Experience in network security, including identifying and preventing outside intrusions to the District LAN.
- Experience as system manager supporting Active Directory.
- Experience in the installation, daily operation and maintenance of Microsoft based application servers.
- Effectiveness in communication with all levels of personnel and the ability to coordinate and facilitate group activities.

**Ability to:**

- Ability to plan, organize and interpret complex policies and procedures.
- Strong interpersonal and leadership skills.
- Ability to utilize critical thinking skills to perform tasks with efficiency, accuracy and attention to detail.
- Strong analytical and organizational skills.
- Effective oral and written communication with all levels of personnel.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to lift up to 35 pounds.

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.