



# Romoland School District

## JOB DESCRIPTION

### NETWORK/SYSTEMS SPECIALIST

#### **Job Summary:**

Under the supervision of the Chief Technology Officer, perform a combination of technical and support services in the installation, operation, and administration of a complex network, computer systems and associated peripherals, mobile devices, classroom and office technology and other emerging technologies; administer, install and troubleshoot software, applications, hardware, and network components; provide network and systems support services to users.

#### **Essential Job Functions:**

The duties listed are typical, but not exclusive:

- Installs, configures, and administers district systems and services, including network components (e.g. switches, wireless access points), structured cabling and wireless networks, network services, and applications
- Monitors and diagnoses problems related to LAN and WAN system servers, applications, equipment, and end-user devices such as computer systems, VoIP phones and printers
- Maintains physical and virtual network server systems and data backups
- Installs, tests and evaluates third-party software, and serves as a district resource for training and evaluating software
- Interact with vendors regarding the acquisition, maintenance and repair of equipment and applications
- Provides end-user support and conducts trainings on applicable hardware and software for various technology platforms
- Establish and maintain complete and accurate technical support records and records of completed work
- Maintain accurate inventory of district technology hardware and software
- Organize and present in District training programs
- Pick up and deliver equipment at District facilities
- Maintain current knowledge of technological advances and industry standards and trends
- Supervises and evaluates Instructional Technology staff
- Perform related duties as assigned

#### **Essential Job Requirements – Qualifications:**

Knowledge of:

- Network operating systems and applications, e.g. e-mail, database, web, DNS, VoIP
- Methods of administering network hardware and software

- Network topologies, components and protocols
- Techniques and tools for troubleshooting hardware, software, and network problems
- Practical aspects of network control, integration and security
- Best practices for data backup and recovery
- General application software related to assigned activities
- Microcomputer and mobile applications, operations, and peripheral equipment
- Inventory and documentation practices
- Basic arithmetic
- Modern office methods, practices, and procedures involving the use of classroom and office technology, computers and peripherals, mobile devices and related equipment

Ability to:

- Analyze network needs and develop, implement and oversee network plans and projects
- Troubleshoot, diagnose and resolve problems with networks, hardware and software
- Prepare clear, complete and accurate documentation and records
- Learn and effectively use software specific to District needs
- Read, comprehend, and apply general instructions and related technical information
- Train or assist in providing training to users
- Provide technical assistance
- Operate computers and peripherals, mobile devices, and classroom and office technology
- Install software and applications and provide instructions on its use
- Generate and maintain records as they pertain to their duties and assignments
- Work effectively with minimal supervision and exercise considerable independent judgement
- Understand and follow oral and written instructions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relations with others
- Work effectively under pressure in a fast-paced environment and under strict deadlines
- Work efficiently with frequent interruptions
- Maintain accuracy and attention to detail
- Schedule and perform work to meet established deadlines
- Understand the basic concepts of child growth and development and possess a genuine liking for students

**Physical Requirements:**

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions

- Work environment is daily travel to District facilities for repairs/maintenance. Requires willingness and ability to travel to multiple sites, move about both inside buildings and outside, walk and move over uneven and sometimes slippery or rough ground, work in hot, cold and rainy weather, and work around frequent noise
- Physical, mental and emotional stamina to work under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner
- Sufficient hand/eye coordination and manual dexterity to use a variety of handheld tools and machinery, write, and prepare/complete required paperwork
- Sufficient hearing to conduct in-person and telephone conversations
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and using radio equipment
- Sufficient mobility to walk, bend, kneel, stoop, reach, stand and move around for extended periods of time up to an eight-hour shift (with the exception of breaks and lunch)
- Ability to climb ladders
- Ability to lift up to 50 lbs on a regular basis

**Education and Training Required:**

Education: Two years of college-level coursework related to computer network technology and operating systems

Experience: Three years responsible experience installing, repairing, and maintaining microcomputers and peripheral equipment including networking systems

**Personal Qualities:**

- Confidentiality
- Maturity and good judgement
- Electronic aptitude
- Willingness to learn new procedures
- Pleasing office personality

**Licenses, Certifications and Testing Required:**

- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California Driver License

*Employment Category: Classified Management*

Work Year: 247 Days

