

School District of Bradford County

Job Description

Network Associate

FLDOE Job Code: 82032 – Telecommunications Specialist, Administrative Technology

Qualifications:

1. Two (2) year degree or higher with course work in computer science or comparable amount of technical certifications including but not limited to A+, Security+ and Network+ preferred.
2. Five (5) years experience in technology preferred.
3. Must possess expert technical knowledge of the hardware and software associated with LAN's, WAN's and telecommunication systems (e.g., routers, switches, firewall, patch panels, LAN/WAN communication protocols, server OS, sql services, desktop operating environments, various transmission systems and associated management software. Microsoft Certified System Engineer, Cisco Certified Network Administrator, and Network or Security certifications are highly desirable.
4. Ability to work independently.
5. Excellent interpersonal, communication and project management skills.

Knowledge, Skills and Abilities:

1. Possesses the knowledge, skills and abilities related to the Lead Computer Technician position.
2. Ability to install, configure and maintain new and existing servers and networks.
3. Knowledge and skills necessary to investigate server and server related problems.
4. Knowledge and skills necessary to develop and implement data security systems to provide detection, prevention, containment and deterrence mechanisms to protect and maintain the integrity of data files.
5. Knowledge and skills necessary to ensure that our users have access to only educationally relevant Internet sites and content filters.

Report To: Director of Information and Technology

Supervises: Network Associate, Lead Computer Technician, Computer Technician I and II

Job Goal: To provide technical support in the development, administration and maintenance of the district's technology network.

Performance Responsibilities:

1. Assist in installation of server and network equipment throughout the district.
2. Assist with investigation of server, network and software/OS related problems. Work with appropriate vendor(s) to resolve problem or arrange for repairs as necessary.
3. Assist in assigning and maintaining appropriate levels of control, through OU management, for all district technology.
4. Assist in establishing and maintaining correct access rules defining who has permission to which data sets and under what circumstances. These rules will be maintained in servers, routers, fire walls, filters and applications.
5. Assist in maintaining controls to limit virus exposure and regularly scans critical IT assets for the existence of new virus threats. Develop procedures to ensure that all technology devices have the latest virus definitions and system updates.

6. Assist with responsibility for the procurement of wiring and peripheral hardware necessary to build both Local and Wide Area Networks.
7. Utilize a work order system to organize and track department activities.
8. Assist with maintaining and configuring VOIP.
9. Assist with maintaining and configuring Chromebooks.
10. Assist with maintaining and configuring emails.
11. Assist with maintaining and configuring wireless access.
12. Perform other duties as assigned.

Physical Requirements: Medium work - Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently as needed to move objects.

Terms of Employment: Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

Support Salary Schedule Lane 9