

# School District of Bradford County

## Job Description

### Network Specialist

FLDOE Job Code: 82027 – Computer Network Specialist, Administrative Technology

#### Qualifications:

1. Four (4) 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+.
2. Ten (10) years experience in technology desired.
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.
6. Ability to manage all network projects and technical team.

#### 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 and determine proper planning and leadership on network projects.
4. Ability to provide planning and leadership on network projects.
5. 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.
6. 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. Install server and network equipment throughout the district.
2. Install, configure and maintain server and network software.
3. Develop, maintain and be able to properly execute a disaster recovery plan.
4. Investigate server, network and software/OS related problems. Work with appropriate vendor(s) to resolve problem or arrange for repairs as necessary.
5. Assign and maintain appropriate levels of control, through OU management, for all district technology.

6. Develop and maintain policies, procedures and standards which are designed to protect computer programs, data bases and data files from unauthorized or accidental duplication, modification, or destruction.
7. Establish and maintain 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.
8. Develop and maintain a written data security plan as well as create, develop and maintain a security awareness program that provides communication on security best practices and the effect they have on the school district.
9. Perform self assessments to validate that all the latest security patches have been applied and all systems have been security environment. Develop a regular scheduled security reporting systems that identifies breaches and documents the current security environment.
10. Maintain 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.
11. Be responsible for the procurement of wiring and peripheral hardware necessary to build both Local and Wide Area Networks.
12. Coordinate make assignments, and monitor projects involving one or more technicians.
13. Utilize a work order system to organize and track department activities.
14. Maintain and Configure VOIP.
15. Maintain and Configure Chromebooks.
16. Maintain and Configure emails.
17. Maintain and Configure wireless access.
18. 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.

Administrative Salary Schedule