

NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

JOB DESCRIPTION

DISTRICT NETWORK SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university (may be waived in lieu of experience).
- (2) Valid Florida Driver's License.
- (3) Minimum of four (4) years experience in a Lan/Wan environment.
- (4) Reliable means of transportation and freedom to travel on a frequent basis.
- (5) Such alternatives to the above requirements as deemed appropriate by the Executive Director for Support Services.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of software and networking applications. Ability to communicate effectively with others. Knowledge of installation of computer hardware and software. Ability to evaluate the hardware and software needs of clients and co-workers. Knowledge of Ethernet, IP, Netbeui and Appletalk protocols. Knowledge and ability to manage and maintain enterprise network services(DNS, Web, E-Mail). Extensive knowledge of Novell Netware, Windows 2000 and Apple Operating Systems.

REPORTS TO:

Executive Director for Support Services

JOB GOAL

To provide hardware, software and network communication for the Baker County School District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Set up and install personal computers, routers, bridges, LAN file servers and peripherals that will be attached to the Wide Area Network.
- (2) Install LAN cards and associated software.
- * (3) Monitor and maintain remote workstations and printers on network.
- (4) Provide new user orientation training.
- * (5) Administer the Baker County School District Wide Area Network and provide consultant assistance to schools in administering their networks.
- * (6) Research current hardware and software technologies for networking and recommend configurations for the District and schools to purchase.
- * (7) Seek sources of supplemental funding, through agencies and grants, to enhance services.
- * (8) Maintain E-Mail systems for both the intranet and the internet
- * (9) Use effective communications with a variety of audiences.
- * (10) Respond to inquiries and concerns in a timely manner.
- * (11) Keep supervisor informed of potential problems or unusual events.
- * (12) Maintain and update anti-virus software for PC's and Servers

DISTRICT NETWORK SPECIALIST (Continued)

- *(13) Coordinate E-Rate submissions and submit required forms in a timely manner.
- *(14) Install licensed software for servers and pc's as required
- *(15) Setup and maintain network user accounts
- *(16) Implement required security procedures to ensure all sensitive information is protected.
- *(17) Backup Network Servers on a nightly basis
- *(18) Maintain workorder database for problem tracking

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

Job Description Supplement No. 12

*Essential Performance Responsibilities