

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Technology Services (Server or Network)

**Classification:** Supplemental Services  
(Seasonal)

**Reports to:** Director Technology Services

**Range:** 04 - Step 1

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### **BASIC FUNCTION**

Under the direction of the Director of Technology Services, install and maintain the full range of district servers and networks enabling network services governing data communications among district computers. Provide advanced technical support and troubleshooting including network architecture and design. Provide lead technical support to other technology staff.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent: degree in computer science or related technical field and 5 years experience in network operations, network administration, and personal computer support. CCNA and/or Microsoft MCSE certification required. Requires experience in the design, implementation and on-going support of integrated local and wide area networks.

Must possess a valid driver's license

Certificates: CCNA, MSCA, or MCSE required

### **REPRESENTATIVE DUTIES:**

Maintain network systems including routers, switches, servers, and workstations.

Installs, configures, tests, and implements servers and networks supporting multiple district network functions such as Exchange email, IIS, Windows Servers, and Cisco network equipment.

Monitor system performance, analyzing performance statistics, and modifying system and operating parameters.

Formulates and implements systems including tuning strategies. Monitors disk space availability. Examines files on disks having insufficient space. Remove obsolete or other nonessential files, as necessary.

Develops, implements, and enforces network naming and addressing standards among all networks including those on different formats.

Collects systems workload and/or disk utilization statistics and projects future systems usage. Recommend systems hardware and software purchases to meet growth and security needs.

Configures, installs, and maintains directory structures, security, and applications software. May survey users to determine the common applications and variety of software as well as software needs.

Develops and maintains up-to-date documentation for network infrastructures, servers, and procedures. Convey information to technology staff as appropriate regarding network and server interface protocols.

Develop strategies for network server data backup, including replication, recovery, and disaster recovery plans.

Schedule system downtime with end users and technical staff members to facilitate hardware and software upgrades, changeovers, and backups.

Coordinate with other networking staff regarding installation of computers, printers, cabling, peripheral communications equipment, servers, routers, wireless access points and switches.

Monitor memory usage of networks, network printing, and network technical resources. Maximizes performance and recommends upgrades as appropriate.

Researches, determines, defines, and recommends network changes to ensure continuous operations, desired performance and service.

Provides advanced troubleshooting methods to resolve network hardware and operations problems, including but not limited to connectivity, internet access, electronic mail and file servers. Works with fellow staff and equipment users to identify and resolve problems.

Develops and maintains up-to-date documentation supporting assigned and related areas of responsibility.

Perform other duties as assigned that support the overall objective of the position.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Knowledge equivalent to CCNA or MCSE Certification.

Methods, tools and equipment used to troubleshoot and maintain routers, switches and servers

Professional knowledge of personal computer based local area networks

Network operations over multiple servers and platforms

Integration of data and telecommunications

Principles and practices of data processing and systems administration, including connectivity between network servers

Intermediate knowledge of Microsoft Windows Server and Microsoft Exchange systems

Physical elements of the network including: fiber optic, twisted pair, and coaxial Ethernet cabling and connections; and routing, switching, and repeating equipment

Thorough understanding of the topologies with an understanding of district protocols

Communication skills to convey highly technical concepts to supervised staff

Sufficient math skills to set up numeric sequences

Writing skills to document user transactions and to outline steps for solving problems

Record keeping

Appropriate safety precautions and procedures

District Organization, operations, policies, objectives

Principles and practices of supervision and training

#### **ABILITY TO:**

Integrate all servers and networks into a common system

Plan, organize, and implement multiple networks

Perform the full range of complex and technical duties including server administration

Install networks including but not limited to workstation-to-server and server-to-network communications using multiple platforms  
Install, configure, and troubleshoot networked computer workstations, system, and programs used by the District in both instruction and administrative areas  
Install and configure microcomputer components such as, but not limited to, cards and drivers  
Fabricate and connect interface cables and connections between computers  
Analyze and evaluate the needs of users and develop the most effective program and solution to meet those needs  
Install, configure, integrate, maintain and troubleshoot equipment, systems, and programs used by the district  
Prioritize and delegate work  
Read, interpret and apply complex technical information  
Schedule work to utilize district technology personnel efficiently and effectively  
Train, supervise and evaluate personnel

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment

**PHYSICAL ABILITIES:**

Requires ambulatory ability to move to various offices and classroom-type locations and to bend, stoop, crawl and reach to install cables and equipment  
Hand eye coordination and dexterity to make small component connections  
Visual acuity to read technical documents and instructions and align small components  
Auditory ability to carry on routine conversations with end users  
Lift, push, and pull objects of medium weight (less than 75 lbs.) on an occasional basis  
Work in confined areas with noise variations, dust, and limited ventilation