

## NETWORK SPECIALIST

### **JOB SUMMARY**

Under general supervision of the Assistant Director of Innovation and Instructional Support, using considerable journey-level skills installs, troubleshoots and administers the District's local and wide area network systems. Monitors, upgrades, troubleshoots, and maintains District networks to ensure efficient operation.

### **DISTINGUISHING CHARACTERISTICS**

The classification of Network Specialist differs from other classifications in that the duties are more varied and complex and require a higher degree of initiative, independence and technical skill. The Network Specialist position will have more responsibilities for operating and maintaining the District's data networks. This position will work closely with the Systems Administrator and Assistant Superintendent of Innovation and Instructional Support in all network-related tasks. This position may direct the work of Electronic Repair Technicians or Computer Technicians who are assigned to special network-related projects.

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Installs, configures, monitors, and repairs WAN/LAN/WLAN and VOIP networks including wireless devices, DHCP servers, workstations, routers, switches, and telecommunication devices such as (but not limited to) MacOS, Aerohives's HiveManager and Hive OS, Cisco IOS, FreeBSD or Linux;
- Diagnoses and resolves system errors and network outages by analyzing error messages, network performance issues and logs, utilizing troubleshooting and monitoring tools, as well as utilizing assistance of vendor technical support resources when necessary;
- Researches and recommends network solutions consistent with district goals, including assisting in the design and development of wireless, local, and wide area networks;
- Determines cable pathways for new or upgraded data installations;
- Compiles written documentation for all network installations, including access point location LAN/WLAN design, and equipment located in each IDF/MDF, as well as documentation of install and repair procedures;
- Transports and installs equipment at various school district locations including switches, access points, as well as cable/Ethernet drop installation and rerouting;
- Installs information system software updates and maintain records to support software version control throughout the District;
- Evaluates sites to determine best solution for Wi-Fi coverage and device density;
- Provides assistance and guidance to IIS and District personnel regarding network issues;
- Performs other related duties as needed.

### **EMPLOYMENT STANDARDS**

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

**Education:** Completion of 72 college units or more from an accredited institution is preferred.

**Experience:** Three (3) or more years of increasingly responsible experience with computer networking systems; diagnosing/troubleshooting, upgrading and maintaining

data networks.; successful experience with Macintosh, Linux and Windows computers; successful experience with current data network technologies.

**Knowledge of:**

- Macintosh Operating System, Apple OS; Linux;
- Productivity software applications including word processing, spreadsheets, and database management programs;
- Personal computer software applications;
- Network design and infrastructure;
- Principles pertaining to network communications;
- OSI Model, ARP, TCP/IP, UDP WAN/LAN hardware configuration and implementation;
- Aeronet and Cisco OS knowledge preferred, switches, routers, and diagnostic software;
- Cabling requirements and interface technology;
- Data cabinet and low voltage wiring management and standards;
- Be able to pull and terminate low voltage network cable;
- Understanding of fiberoptic cable standards, length restrictions and connector types;
- Local and wide area network technologies;
- Data communications and networking theory;
- Network security concepts; installation, configuration and administration of bridges, routers, switches, and firewalls;
- Records storage and handling techniques;
- Principles of analysis and design of personal computer systems and procedures.

**Ability to:**

- Troubleshoot and resolve, in person and by telephone, network problems experienced by system users;
- Maintain accurate records of software licenses, versions and installations;
- Work without close supervision;
- Prioritize tasks and meet deadlines;
- operate personal computers;
- Monitor District data networks and troubleshoot and resolve network malfunctions;
- Perform router configurations and upgrades;
- Maintain harmonious working relations with school officials and other employees, students and the public;
- Follow oral and written directions;
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Maintain insurability to drive a personal vehicle on the job;
- Ability to read and write English at a level required for satisfactory work performance;
- Move heavy materials and equipment;
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Write reports, business correspondence, and procedure manuals
- Provide technical support for field technicians, repair technicians and classroom technology integrators.

**License:** Possession of a valid Class C California Driver's License.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this computer management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Work Environment:** While performing the duties of this position employees are subject to constant interruption. The employee must be able to meet deadlines with severe time constraints. These positions may also be high volume positions and works without direct and/or constant supervision. Although the employee in these positions works mainly indoors, they may be required to work outdoors with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be loud.

**Physical Demands:** The physical demands of this position include sitting for extended periods of time, frequent standing and the use of hands and fingers to handle and to operate keyboards and specialized diagnostic repair tools and equipment. The employee frequently is required to reach with hands and arm and must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Lifting, pushing or pulling of objects generally not exceeding fifty pounds may also be required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District equipment. The employee must be able to hear and speak to receive and exchange information. Regular physical attendance at work is an essential requirement of this job classification.

**Hazards:** Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

Network Specialist	
Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	05/28/20