

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: NETWORK SPECIALIST

BASIC FUNCTION:

The District Network Specialist provides staff development and technical services relating to designing, purchasing, configuring, installing, maintaining, troubleshooting and upgrading equipment and applications on the Wide Area Network. The Network Specialist also coordinates technology staff development, oversees the use of the District technology training facility and conducts inservices designed to further the integration of technology into the classroom.

REPRESENTATIVE DUTIES:

Design and implement network infrastructures that allow the effective transfer of data across the WAN and within LANs. *E*

Purchase, configure and install networking hardware and software. *E*

Maintain and troubleshoot network equipment and applications. *E*

Maintain network and e-mail accounts. *E*

Maintain appropriate security, disaster recovery systems and documentation. *E*

Design, configure and maintain computer networks. *E*

Communicate software application usage to users. *E*

Operate assigned equipment quickly and accurately. *E*

Make equipment adjustments and perform maintenance. *E*

Provide guidance and recommendations concerning computer applications and network systems. *E*

Communicate effectively both orally and in writing. *E*

Plan and organize work. *E*

Conduct staff inservices in the proper and effective use of application software used on the network and in the classroom. *E*

Schedule the use of district technology training facility and maintain the facility to provide a positive learning environment for staff. *E*

In conjunction with the Educational Services Division, coordinates inservice opportunities provided by staff, community and private entities. *E*

Support site based User Groups and Technology Leadership Teams as needed. *E*

Train and supervise Network Support Technicians. *E*

Perform related duties and responsibilities as assigned.

The employee is to adhere to federal and state regulations, Board policies and related regulations that pertain to the particular assignment.

The Network Specialist is responsible to the Director of Information Technology. Supervises Network Support Technicians.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF

Methods and procedures of designing, configuring, installing and maintaining networking hardware and operating systems.

Methods and procedures of operating electronic computers and peripheral equipment.

Curriculum frameworks, standards and assessment procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of Macintosh and IBM compatible personal computers and related software.

Policies and objectives of assigned program and activities.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school supplemented by course work in the field of information technology or network administration and training or experience equivalent to Microsoft Certified System Engineer.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license. Employees in this position must maintain
insurability
at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT

Office environment; subject to driving a vehicle to conduct work at all district sites.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer keyboard; sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb for extended periods of time; hearing, speaking, and seeing to exchange information to accomplish assigned tasks of the job; ability to lift 60 pounds.

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HAZARDS

Exposure to extreme noise, confining work space; fumes from solvents and chemicals; working with a variety of electrical and mechanical equipment.

Legal Reference: California Education Code, Sections 44660-44664

Policy Adopted: June 30, 1998