

St. Helens School District  
St. Helens, OR



Job Description

## DISTRICT NETWORK SPECIALIST

**Reports To:** School Principal / Building Administrator  
**FLSA Status:** Non-Exempt

### JOB SUMMARY

The District Network Specialist's primary focus will be the maintenance of the District's data and telecommunications network infrastructure with a secondary, but just as important, focus on the operation and maintenance of the district's PC and software platforms.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Perform all duties in accordance with St. Helens School District policies, procedures, and State and Federal law.
2. Implement and maintain network hardware and software, including district servers, antivirus and anti-spam systems, switches/routers, firewalls, and intrusion detection systems for district network functionality.
3. Assist in the purchase, maintenance, and repair of district computer and software platforms.
4. Perform day-to-day, routine, and periodic network administration duties including event log monitoring and data backups where applicable.
5. Troubleshoot network connectivity problems, including monitoring network and servers for problems, diagnosing problems, and taking appropriate corrective measures to ensure timely resolution and maximum uptime of network systems.
6. Assist in analyzing the District's recommendations for network and computer system requirements, and select appropriate replacement and/or upgrade of equipments, including vendor selection, quote generation, purchasing decisions, and proper delivery and installation.
7. Ensure network security by insuring proper user accessibility, internet/intranet usage, and proper settings.
8. Assist in the maintenance and repair of District Follett Library Systems.
9. Assist in the maintenance and repair of District free/reduced and lunch automation systems.
10. Assist in the technical development of district staff on district information systems.
11. Continue professional/technical development through classes, seminars, workshops, and other industry accepted training methods.
12. Perform other duties as assigned by the District in the area of technology.

### SUPERVISORY RESPONSIBILITIES

None

### SALARY

In accordance with the OSEA agreement.

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**EVALUATION**

In accordance with the OSEA agreement.

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**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Thorough knowledge of the policies, procedures, and practices of network and information systems.
2. Thorough knowledge of network systems design, analysis, and troubleshooting principles and procedures.
3. Ability to analyze complex network practices and operations, develop appropriate applications and provide meaningful data and training on effective usage.
4. Ability to troubleshoot and diagnose specific problems with the network, computers, and associated equipment.
5. Thorough knowledge of computer hardware and software applications including networking, programming, database design, peripheral equipment, and network security.
6. Knowledge of, and experience working with, Windows Desktop and Server operating systems, Active Directory, DNS, Exchange, SQL, and other back-end Microsoft Products.
7. Knowledge of, and experience working with mobile devices such as tablets running iOS, Android and Chrome OS.
8. Ability to provide insight and recommendations on network, computer hardware and software systems, and recommend appropriate equipment and solutions to comply with quality, specifications, budget, support, and enhanced features requirements.
9. Ability to perform complex diagnostics and technical service utilizing the appropriate equipment and tools.
10. Ability to troubleshoot, manage, and perform basic maintenance and upgrades of district telecommunications platforms including telephone and cellular technologies.
11. Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
12. Ability to understand and follow oral and written policies, procedures, and instructions.
13. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
14. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
15. Display integrity, ingenuity, cost-effectiveness, and inventiveness in the performance of assigned tasks and duties.
16. Physical requirements which may be included in a typical work day:

1. Stand/Walk                3-6 Hours
2. Sit                         1-8 Hours
3. Lift                        Up to 75 pounds
4. Perform repetitive motions with hands and fingers.

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**SUPERVISORY RESPONSIBILITIES**

None

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PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in an elementary school that combines standard office settings including standard office equipment (fax, copier, phone, computer, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA, updated by SHSD

Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_