San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Network Specialist	**Exemption Status:**	Exempt
Reports to:	Director of Technology	**Pay Grade:**	01
Works with:	District Personnel	**Days:**	226
Dept./School:	Technology Bldg.	**Date Revised**	03/11/2020

Primary Purpose:

Administer and operate the district's central administrative computer networks. Develop, maintain, and monitor all district local area networks (LAN) and wide area networks (WAN) and Voice network . Responsible for installation, testing, and oversight of all network hardware, personal computers, software, and related equipment.

Prerequisites:

- Bachelor Degree or equivalent experience in network administration;
- Microsoft Network and Server certified; and
- 4 years experience in telecommunications.

Major Responsibilities and Duties:

1. Adhere to policy and procedures, coordinate district wide projects.
2. Act as a resource person to San Benito CISD network users.
3. Design, install, configure, implement and maintain district wide area and local area networks.
4. Install, configure and maintain district voice network (PBX) and associated voice mail.
5. Maintain district routers, switches, firewall and content filter.
6. Design and maintain district computer network maps.
7. Maintain district video conference units and associated WAN hubs/servers/multimedia hubs.
8. Establish and maintain district-wide networking standards.
9. Maintain Hi-Cap telecommunication network new line.
10. Setup and install network hardware and software/install network and voice cabling feasible.
11. Manage mainframe data communications installation, implementation and maintenance.
12. Coordinate network enhancements/additions.
13. Analyze and troubleshoot networks, hardware and software problems and recommend and implement solutions.
14. Coordinate implementation of new communications services.
15. Point of contact for service providers.

16. Instruct users in the proper usage of computer and telephone equipment.

17. Coordinate and perform preventative maintenance services as feasible.

18. Maintain up-to-date knowledge on voice, video and data technology.

19. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

20. Oversee backups and restore district data as needed.

21. Other duties and responsibilities as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employees Signature: _____ Date _____

Administrator Signature: Nate Carman Ed.D. Date 4/28/2020