

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: NETWORK SPECIALIST

Classification:	Classified	Work Year:	251 Days
Department:	Technology	Board Approval:	07-17-2014
Reports To:	Director of MIS		
Salary Range:	Classified Salary Schedule, Range 39		

BASIC FUNCTION:

Acts as technical specialist in the support of the WAN/LAN environment. Provides network administration, web-site administration, help desk support and technical support to this environment. Engages in technical aspects of supporting the LAN servers, user workstations and related peripherals that support backups, IP addressing, remote user access, web service, intranet services and disk data storage systems. Provides overall support on large complex systems; provides design, analysis, installation and maintenance on microcomputers, local area and enterprise-wide networks.

Performs administrative activities including budgeting, cost accounting, fiscal tracking, procurement and project management reporting.

REPRESENTATIVE DUTIES:

- Participates in the design and development of local and wide-area networks for schools, the district office, and to outside agencies and the Internet.
- Provides support for distributed database processing systems and client/server systems.
- Performs analysis, development, and implementation of computer networks that interface local area networks with computers and servers.
- Participates in development and maintenance of security systems for all network equipment including both external and internal network security.
- Designs, develops, implements, and administers intranets, extranets, virtual networks, and remote access capabilities.
- Acts as project leader and/or lead worker for technology projects involving other technology staff.
- Configures and programs network equipment such as routers, switches, and telecommunications equipment as needed.
- Administers electronic mail systems, Internet access, and web systems.
- Participates in design of the network infrastructure and cabling systems.
- Provides network documentation.
- Implements and manages client/server and remote access systems.
- Develops, implements, and maintains backup procedures for all District servers.
- Researches network system failures, operations, and software problems to determine causes and the means to correct errors.
- Provides training to staff and network users as required.
- Recommends network standards, policies and practices.
- Responsibilities may include all duties of Technology Specialist related to computer and network technical support as required.
- Provide technical support to department site users.
- Maintain department/site computer system hardware and software.
- Install and maintain computer equipment at the site or department; test and evaluate software for site or department use.
- Implement and maintain software packages and ensures that the software is compatible with District standards.
- Maintain interfaces and gateways with District-wide computer applications.
- Evaluates user needs; analyzes administrative computer applications and act as a liaison between site and District Computer Services.
- Diagnoses and resolves computer hardware and software problems; use appropriate diagnostic software and equipment activities and performs feasibility studies to determine appropriate resolution of user's needs and operating problems; develops programs and procedures interactive with purchased software.
- Keeps abreast of new operating systems, utilities and languages and remain current with computer technologies.
- Maintain a continuing contact with users to assure implementation and maintenance of systems.

EDUCATION AND EXPERIENCE:

- Bachelors Degree in Computer Science, Network or Software Engineering, Information Systems, or related field.
- Five years overall experience in computer software and hardware systems, including at least three years of progressively greater experience in network administration and development.
- Experience may be substituted for education on a year-for-year basis.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver License and evidence of insurability.
- TB Test Clearance.
- California Department of Justice Fingerprint Clearance.
- All other requirements by law or regulation.

KNOWLEDGE AND ABILITIES:

- Analyze, design, program, install and maintain highly complex network systems.
- Principles and methods of data transmission and network protocols including Ethernet, TCP/IP networking, DNS administration, and the OSI seven-layer model.
- Principles and methods of data processing systems, methods, applications, and equipment.
- Competence in local-and wide-area network technologies and in connecting all network devices including computers, servers, and routing and switching devices, and other network devices.
- Server and workstation operating systems including Windows, MAC, and Chrome.
- Demonstrated experience in managing e-mail systems such as Microsoft Exchange Server or equivalent.
- Demonstrated experience in network topologies and design, and network systems administration.
- Establish and maintain cooperative working relationships.
- Working knowledge of telecommunications systems (voice, data and video).
- Interact effectively with customers to gather information and determine specific needs.
- Gather and organize data to complete the analysis and to determine, identify and recommend changes within the required time frame.
- Facilitate meetings.
- Communicate effectively.

WORKING CONDITIONS:

ENVIRONMENT:

- Drives vehicle to multiple locations.

PHYSICAL ABILITIES:

- Physical requirement: Moderate lifting, ability to see computer screen and printed material, speak and hear at normal room level, manual dexterity to use computer terminals, and to perform hardware installation and repair.