JOB DESCRIPTION
MOORE PUBLIC SCHOOLS

Job Title: **Network Specialist**

Qualifications:
- High school diploma and or GED.
- Experience with switches and routers, network cabling, and fiber optic cabling. Preference given to experience with Cisco and Huawei.
- Experience with Cisco Call Manager and Unity.
- Experience with Wi-Fi systems. Preference given to experience with Cisco and Huawei.
- Specialized training may substitute for some work experience.

Credentials: Valid Oklahoma Driver's License and acceptable Driving record**.**

(Optional) Individual must obtain and maintain related certifications and/or licenses related to their responsibilities every 3 years.

Training or Experience Required:
Experience working with routers and switches troubleshooting and repair
Experience working with Wi-Fi systems troubleshooting and repair
Experience working with IP phone systems and voicemail troubleshooting and repair
Experience with subnetting and DHCP
Experience with installation of routers and switches
Experience with the installation, maintenance, trouble shooting of network and fiber optic cabling

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Date Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages and the understanding of binary math.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system and software technology documentation.

Site: Technology Center
Reports to: Director of Technology or Designee

Job Goals (Purpose of Position): The Network Specialist must possess solid problem-solving skills, technical knowledge, strong communication skills, good task management, and critical thinking skills. They must enhance systems efficiency by providing timely technical support.

The Network Specialist must manage, monitor, and repair the districts network systems. They will also ensure that systems are configured correctly and are running efficiently. Duties for the Network Specialist will include installing network equipment, diagnosing and repairing problems, monitoring networks, promoting data security, and inventory management. The expertise and knowledge will assist Moore Public Schools in enhancing end-user service and ensuring that the districts network systems are optimized for day-to-day operations.

Contact with Others: An incumbent in this position has regular contact with members of the technology department, district, personnel, vendors, and others. Interpersonal interaction or communication is critical.

Performances Expectations: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Essential job function (performance responsibilities):

- Communicate with various clients (i.e. teachers, custodians, administration) to gather information to help troubleshoot issues
- Maintenance and troubleshooting of network equipment and other peripheral hardware that is supported by district
- Installation and setup of new switches, routers, phones, and any other equipment that requires network connectivity
- Work with vendors on expansion and maintenance of network infrastructure as needed
- Install a variety of cable and wiring systems above ceilings, below floors, inside walls, and outdoors as needed
- Assist with training on new hardware and software when needed
- Maintaining inventory of technical equipment
- Maintain records, prepare reports, and compose correspondence relative to the work as needed
- Perform other duties and tasks as assigned or deemed necessary

Supervision Exercised: The technician may supervise based on assignment level.

Physical Requirements: Other than duties listed above, must have the ability to lift boxes containing network equipment, climb ladders, and string cable.

Terms of Employment:	260 Days. **Individual must be able to work extended hours, weekends or alternate hours.**
Salary:	Tech III; or Tech III with Lead if qualified and selected. Leads are selected via internal interview and selection
Evaluation:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 10-14-19