

IT NETWORK SPECIALIST

Purpose Statement

The job of IT Network Specialist was established for the purpose/s of planning, directing, designing, coordinating, and administering network systems and subsystems including all workstations; resolving network operational issues; maintaining computer and network hardware, software and the network; and providing information, direction and/or recommendations regarding computer equipment and software.

This job reports to Director-Information Systems

Essential Functions

- Administers systems and servers related to district networks (e.g. email systems, accounts, print queues, IP assignments, computer labs, classroom computers, etc.) for the purpose of ensuring availability of services to authorized users.
- Confers with district staff on topics related to network installation and configuration for the purpose of providing technical advice and support and assisting in the development of policies and procedures.
- Coordinates department activities, staff assignments, computer operations and data network activities for the purpose of providing services to other divisions, outside agencies, and organizations while meeting department objectives.
- Coordinates the preparation of bid specifications for required purchases (e.g. computers, routers, software (email, firewall, backup) and a variety of parts, supplies, etc.) for the purpose of maintaining availability of required items and completing jobs efficiently.
- Designs computer networks, physical and logical network infrastructures, servers, etc. (e.g. Internet, Intranet, web mail, FTP servers, etc.) for the purpose of ensuring effective and efficient operating systems.
- Installs computer equipment, network (client and server) software and hardware on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining equipment and software.
- Maintains network operations, computer hardware, and/or software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, etc.) for the purpose of ensuring efficient operations.
- Monitors district servers, website, and related hardware and supporting software (e.g. throughput, switches, patch panels, racks, etc.) for the purpose of ensuring that resources and technology are available and utilized effectively.
- Plans the installation of computers and network equipment for the purpose of meeting the technology needs of the district.
- Prepares written materials (e.g. procedures, drawings, budget requests, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs network-related failures (e.g. computers, peripherals, network equipment, configuration files, etc.) for the purpose of maintaining computer and network equipment in a safe and functional condition.
- Researches software applications and hardware requirements for the purpose of previewing products to provide recommendations regarding applications and purchases and ensuring availability of materials.
- Serves as liaison to software/hardware providers for the purpose of providing and/or gathering information and coordinating district activities.
- Trains participating district and related site staff (e.g. email, Internet access/resources, multiplatform applications, etc.) for the purpose of providing information on the operation and maintenance of computer systems and/or providing instruction on technology integration into the location.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in computer networking; planning and managing projects; preparing and maintaining accurate records; using pertinent office software and diagnostic applications; and operating standard office equipment.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: digital analog electronics to component levels; LAN/ WAN administration; TCP/IP protocols; current generation operating systems; networking standards and practices; principles and practices of supervision and budgeting; training methodologies for technical employees; and safety regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; being attentive to detail; working with frequent interruptions; working as part of a team; communicating with diverse groups; conveying technical information to non-technical audiences; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

Microsoft Certified Professional (MCP)

Certificates & Licenses

A+ Certified Service Technician Certificate
Microsoft Certified Professional (MCP)

Continuing Educ. / Training

Network, Computer Systems and Server Training.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

07/01/2012

Salary Grade

Exempt 83X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____