Classification Specification

NETWORK SYSTEMS SPECIALIST

Department:	Technology Services
Reports To:	Director of Technology
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2020 (New Proposed Classification)

General Description:
Perform a variety of specialized duties to coordinate activities to support of system hardware, software, and network operations; work with Director of Technology to address planning, status, and functional areas; maintain, develop, install, and support local area network (LAN) and wide area network (WAN) operations, hardware, and software; serve as a technical liaison to users and district employees and provide assistance to school site technology personnel.

Essential Duties and Responsibilities:
- Coordinate, monitor, and provide a variety of specialized services in the design, installation, operation, repair, and maintenance of district LANs, WANs, and related equipment; ensure proper network security; maintain systems availability to users through daily monitoring.
- Provide technical guidance and operational support in the implementation and use of software applications; provide assistance and guidance necessary to meet business needs, including identifying data sources and structures; provide helpdesk assistance and respond to requests accordingly.
- Research, evaluate, and recommend hardware and software solutions.
- Manage network system and database administration, including backup and restore procedures; implement and monitor the system security plan encompassing network security, operating systems security, file system security, and applications security to ensure data integrity.
- Maintain and configure server services including network operating systems, proxy, backup, and antivirus programs; configure new network servers.
- Install computer network wiring and other network hardware including switches, routers, network interface cards for workstations, and servers in the LANs and WANs; install various computer programs and software as needed.
- Setup and maintain personal computers at district sites.
- Create, test, and deploy images for computers.

- Serve as a liaison and resource to other departments and schools; may serve as a liaison with outside contractors and vendors.
- Analyze network-related situations accurately and adopt and appropriate course of action.
- Operate and maintain a variety of specialized equipment and software related to the upgrade, installation, and repair of network systems; utilize a variety of hand and power tools to make repairs; drive a vehicle to district sites to conduct work.
- Attend and participate in meetings, conferences, and seminars related to computer technology to maintain current knowledge of technological advances in the field.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:
- MS Windows Server Systems.
- Active Directory Architecture.
- District policies and procedures.
- Technical aspects of LAN and WAN system operations and maintenance.
- Personal computers and operating systems.
- Record-keeping techniques.
- Operation and maintenance of a variety of specialized equipment and hand tools.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:
- Coordinate, monitor, and provide a variety of specialized services in the installation, operation, repair, and maintenance of computer networks and related equipment.
- Utilize a variety of tools and equipment necessary to perform duties.
- Test computer hardware, network equipment, and software applications.
- Utilize a variety of computer applications and operating systems.
- Respond to user requests for assistance and malfunction correction and provide technical support.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records related to work performed.
- Operate and maintain a variety of specialized equipment and hand tools.
- Maintain current knowledge of technological advances in the field.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan, prioritize and organize work.
- Suggest and implement procedural improvements to supervisor.
- Plan, organize, and conduct training programs in the use of computer hardware and software.

Education: High school graduation or equivalent GED, supplemented by coursework and training in computer and data networks and in the operation, maintenance, and repair of network-related equipment and applications.

Experience: Two (2) years of job-related network operations or related experience with demonstrated competence in systems administration.

Licenses, Certifications, and other requirements:
- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:
- Associate of Arts or a Bachelor's degree in a related field are desirable, but not required.
- Valid CCNA certification is desirable, but not required.

Working Conditions:

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.
- Indoor/office work environment.
- Driving a vehicle to conduct work.

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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:
- Use fingers repetitively, use wrists or hands in a twisting motion or while applying pressure.
- Use both hands simultaneously.
- Have rapid mental and muscular coordination.
- Hear and understand speech at normal levels.
- Have the ability to distinguish color and shades.
- Sit at a desk for extended periods of time.
- Stand and/or walk for extended periods of time.
- Occasionally required to lift and/or carry objects up to 25 lbs. in weight.
- Bend, twist, stoop, or kneel, and reach in all directions.

Hazards:
- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.