CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: **Network Specialist**

DESCRIPTION OF BASIC RESPONSIBILITIES

Acts as a technical specialist in the support of the District's Wide Area Network (WAN) / Local Area Network (LAN) environment. Provide network administration, web-site administration, help desk support and general technical support of this environment. Engages in the technical aspects of supporting the file servers, user workstations and related peripherals. Provides support for backups, IP addressing, remote user access, web service, intranet services and disk data storage systems. Provides overall support on District wide systems; provides design, analysis, installation and maintenance of microcomputers, local area and enterprise-wide networks.

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

SUPERVISOR: Technology Coordinator

TYPICAL DUTIES:

1. Participates in the design and development of local-area and wide-area networks, for district schools, the district office, and to outside tenant agencies.
2. Provides support for distributed database processing systems and client/server systems.
3. Performs analysis, development and implementation of computer networks that interface District local area networks with mainframe computers and serves.
4. Participates in development and maintenance of security systems for all networking equipment that including both external and internal network security.
5. Designs, develops, implements, and administers intranets, extranets, virtual networks, and remote access capabilities.
6. Acts as project leader and/or leader for technology projects involving other District technology staff and outside vendors.
7. Configures and programs network equipment to include routers, CSU/DSU, switches, wireless access points, print servers and telecommunications equipment as needed.
8. Administers electronic mail systems (e-mail), Internet access, and worldwide web accessing systems.
9. Participates in the design of network infrastructure and cabling systems.
10. Provides network documentation.
11. Implements and manages client/server and remote access systems.
12. Develops, implements, and maintains back up procedures for all District servers.
13. Researches network system failure, operations, and software problems to determine the causes and the means to correct those errors.
14. Provides technical training to District staff as required.
15. Recommends network standards, policies and practices.

16. Responsibilities may include all duties of Technology Specialist related to computer and network technical support as required.
17. Provide technical support to District Office and remote site users.
18. Maintain departmental/site microcomputer system hardware and software.
19. Install and maintain microcomputer system equipment at District sites and/or departments; test and evaluate software for District sites or departmental use.
20. Implement and maintain vendor software packages and ensures the software is compatible with District standards.
21. Maintain interfaces and gateways with District-wide computer applications.
22. Design and maintain District WebPages.
23. Evaluates user needs and analyzes administrative computer applications; acts as a liaison between site and District Computer Services.
24. Diagnoses and resolves computer hardware and software problems. Uses appropriate diagnostic software and equipment to determine appropriate resolution of user problems.
25. Keep abreast of new technologies, utilities and computer languages.
26. Install, administer and maintain web content filtering appliances.

EMPLOYMENT STANDARDS:

Knowledge of:

- Methods to analyze, design, install and configure complex networking 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, applications, and equipment.
- Local-and-wide-area network technologies and network devices including microcomputers, mainframe, servers, and routing and switching devices.
- Server and workstation operating systems including Novel 5.x, Windows 2000 & 2003 servers, UNIX, as well as Windows 9x, 2000, NT, XP and Mac OS.
- In depth knowledge of the TCP/IP protocol and all of its components, including SMTP, SNMP, HTTP, and FTP. Able to design TCP/IP sub-networks and establish router configurations for OSPF and/or RIP environments.
- Routing tables, IP addressing, routers, bridges and network traffic.
- Wireless technology.
- Telecommunications systems (voice, data, and video).
- Need analysis techniques.
- Meeting facilitation.
- Customer Service management.

EXPERIENCE SHOULD INCLUDE:

- Server Adminsitration (Unix, Linux, Novell 5.x, Windows 200x Server).
- Demonstarted experience in network topology, design, and system administration.
- Hands-on experience with cable deployment to including the routing, termination and testing of Cat5(e), Cat6 and fiber-optic cable.

- Web page design using HTML, CGI, JAVA, ASP, Flash, etc.
- Configuration of Layer 2 and 3 switches, and routers.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Bachelors Degree in Computer Science, Network or Software Engineering, Information systems, or related field or equivalent.
- 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.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to monitor activities and read various documents.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Sufficient dexterity to write, use telephone and business machines.
- Ability to sit and stand for extended periods of time.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Ability to climb ladders and work in elevated locations including crawl spaces and roof tops.