

Job Title: NETWORK SPECIALIST
Reports to: Director of Technology
Dept./School: Technology
Wage/Hour Status: Non-Exempt
Date Revised: July 20, 2020

Primary Purpose

Perform on-site technical work to install and maintain computer equipment and network and software applications throughout the district. Respond to work order requests by diagnosing and repairing network and computer hardware.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Two (2) year associates degree in computer or technology field or equivalent, preferred
Familiarity with Cisco hardware and configurations
CCNS preferred

Special Knowledge/Skills

Knowledge of computer workstation setup
Knowledge of computer hardware and software applications (*Windows 2007/Microsoft Office 2010*)
Ability to install, maintain, and repair computers and peripherals, including printers, modems, and scanners
Ability to install and maintain network cables and hardware
Ability to diagnose network congestion and/or packet loss
*Develop processes for support of various software needs on the virtual/physical network to include Renaissance, Destiny, Read Naturally, iStation, Success Maker, Think thru Math, etc...
Ability to diagnose problems and perform repairs

Experience

One year work experience installing, maintaining, and repairing computers and peripherals and creating templates for virtual desktop environment to support instructional software.

MAJOR RESPONSIBILITIES AND DUTIES

Installation

1. Install and upgrade computers and peripherals throughout the district.
2. Install network cabling and network peripherals throughout the district.
3. Monitor network activity and trouble shoot system issues
4. Configure network equipment (routers, hubs, etc...)
5. Analyze network security
6. Relocate computer hardware, peripherals, and equipment as needed.
7. Install and configure software as needed.
8. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.

Equipment Repair and Maintenance

- 9. Diagnose and repair equipment, including printers, terminals, and personal computers.
- 10. Service equipment according to established preventive maintenance schedule.
- 11. Maintain accurate updated records of preventive maintenance.
- 12. Maintain accurate records of time and materials required to perform repairs and service.

Safety

- 13. Operate tools and equipment according to prescribed safety procedures.
- 14. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
- 15. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.
- 16. Respond to after-hours emergencies as needed

Other

- 17. Perform other duties assigned by supervisor.
- 18. Maintain confidentiality of information.
- 19. Reports to work on time, dependable
- 20. Self-motivated, stays on task

Supervisory Responsibilities

None

EQUIPMENT USED

Hand tools and test instruments for electronic repairs and cable installations. Personal computers and peripherals, including modems and printers.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Climbing, stooping, bending, and kneeling; frequent use of small hand tools and electronic test equipment; frequent district wide travel. Occasional prolonged and irregular hours. May be required to be on-call 24 hours a day.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____