

**JOB TITLE: NETWORK SYSTEM SPECIALIST**

**BASIC FUNCTION**

Manages the activities to support system hardware, software and network operations of the Walnut Valley Unified School District; confers with Technology Services staff to address planning, status and functional areas; serves as technical liaison to users and District employees; and performs other related duties. Occasionally assist other maintenance workers by performing semi-skilled related duties in other maintenance trade areas.

**ESSENTIAL JOB FUNCTIONS**

- Maintains systems availability to users through daily monitoring
- Provides technical guidance and operational support in implementation and use of software applications; provides assistance and guidance necessary to meet business needs including identifying data sources and structures
- Researches, evaluates and recommends hardware/software solutions to ensure effective systems operations; develops and provides set-up specifications and parameters in the development of interfaces and other automated processes; develops specifications for systems modifications, corrections and testing of these systems prior to implementation
- Coordinates the installation of new modules, tools, etc
- Supervises system and database administration including backup and restore procedures; analyzes and corrects database growth and performance issues
- Develops, implements and monitors the system security plan encompassing network security, operating systems security, file system security and applications security to ensure data integrity in operations
- Serves as a liaison and resource to other departments and schools
- Installs computer programs and software as needed
- May serve as liaison with outside contractors and vendors
- May plan, organize and conduct orientation and training programs in the use of computer hardware and commonly used software applications
- Participates in assigned committee activities
- Commits to ongoing training as deemed necessary for the job related duties

**JOB REQUIREMENTS – QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skills to:

- Utilize a variety of tools and equipment necessary to perform duties
- Test computer hardware, network equipment and/or software applications
- Install, maintain and repair various types of computer related and data network systems

Knowledge of:

- MS Windows Server Systems
- Active Directory Architecture
- Basic methods, procedures, techniques, materials and equipment utilized in the installation, repair and maintenance of computer hardware and data networks
- District policies, legal mandates and codes pertaining to the inspection, repair and maintenance of data networks and computer hardware
- Safe working methods and procedures

Ability to:

- Maintain simple records
- Prepare complete and concise reports
- Analyze and develop solutions for systems problems
- Read, understand, interpret and apply complex written instructions and information
- Apply knowledge of computer hardware, software and network systems to a wide variety of management and user service requests
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal direction and supervision
- Establish and maintain positive and effective working relationships
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work accordingly
- Prioritize and identify needs and solve problems independently
- Suggest and implement procedural improvements to supervisor
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism
- Keep the needs of customers a top priority

**PHYSICAL DEMANDS**

- Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

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

Education:

Equivalent to the completion of High School, supplemented by coursework and training in computer and data networks and in the operation, maintenance, and repair of computer related equipment/applications. Certification, Associate of Arts or Bachelor’s degree in a related field is desirable.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid California Motor Vehicle Operator's License

**CONDITION OF EMPLOYMENT**

Insurability by the District’s liability insurance carrier. Participation in the District’s random drug testing program.