

Union Public Schools Job Description

Position Title: Network Specialist
Department: Information Technology
Reports To: Executive Director of Technology

FLSA Designation: Non-exempt

SUMMARY: Serves as a network administrator for LANs and a WAN.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Installs large and small LANs.
- Maintains all District LANs.
- Maintains District WAN.
- Performs backups of critical data.
- Provides training, when necessary, to staff and teachers.
- Makes hardware and software repairs.
- Travels to sites within District as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED). Bachelors degree and three (3) years general computer experience with hardware and software. Basic knowledge of Macintosh and Windows computer hardware and software; ability to work with others in a demanding pressured atmosphere; flexible in adapting to a changing work load; willingness to learn (training will be provided) the latest software and hardware; basic knowledge of navigating the Internet. Have a working knowledge of Ethernet computer networks. Prefer 1 to 2 years related experience and/or training; or equivalent combination of education and experience. Experience with Windows NT Workstation, 2000 Workstation Professional, Windows NT server 2000 and 2003. Preferred: two (2) years of network management; understanding of hubs, switches, and routers; understanding of Cisco equipment; understanding of IP addressing; knowledge of Windows 2003; and experience with developing images using Ghost software.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and comprehend technical instructions short correspondence and memos. Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to present information in one-on-one

and group situations to staff members. Ability to fill out simple forms. Ability to speak effectively before staff members. Ability to write simple correspondence.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform these operations using units of American money and weight and measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to plan and facilitate training sessions for staff members. Ability to develop and maintain effective working relationships with staff. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, reach with hands and arms and talk or hear. This job required the use of hands and fingers to handle or feel objects, tools, or controls. Hand and finger dexterity for operating computer equipment and peripherals is required. The employee is occasionally required to lift and/or move up to 50 pounds, such as a Macintosh computer, a monitor, CPU or other related equipment. Ability to withstand long term use of Video Display Terminals is required. Specific vision abilities required by this job included close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.*

The noise level in the work environment is usually quiet moderate, although it can vary depending on daily activity. The employee will work near or with electronic equipment.