

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** \_\_\_\_\_ Network Specialist \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_

**Date Prepared** \_\_\_\_\_ 3/99 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review** \_\_\_

**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_

**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

**Job Summary**

Designs, installs, configures, monitors, and maintains the local area networks (LANs) for the assigned sites. Connects these LANs to the Wide Area Network (WAN). Configurations, installs and maintains Servers, workstations, hubs, switches, various peripherals, CSU/DSU, routers, frame relay circuits. Meets with school personnel, teachers, SysOps, principals to determine computing and networking needs, and then design and propose a solution to meet those needs. After an acceptable solution is found, a security structure and backup systems for the data has to be incorporated into the system. A major responsibility is the ongoing maintenance of the PC's used in the offices and the classrooms. These numbers for the PC's are around 1100 to 1400 per area of responsibility.

**Essential Functions**

Consults with school administrators, office personnel, teachers, SysOps, and network administrators to determine computer network needs, and then propose a solution to meet their applications. Meet and work with UEN, TCI, ATT, other phone companies, and data service providers to insure data and phone networks are operational.

Works with network engineers assigned cluster in providing direction and standards in assigned areas. Designs and installs, computer network systems in accordance with established standards and policies. This includes, but is not limited to the wide area network and all local area networks including, Routers, CSU/DSU's. Switches, Hubs, Servers, Printers, and Workstations. Designs, implements, maintains, and upgrades an effective security policy for each network.

Configures and maintains Internet/Intranet connectivity between Local Area Networks. Provides on-site maintenance, diagnostics, and ongoing support for the Local Area Networks and their attached devices. Documents any and all LANIWAN installations, changes at the local site and district inventory. Provides backup systems for each file server.

Installs and configures the network operations systems on file servers including server versions of applications and hardware associated with each server. Knowledge and understanding of Frame Relay and ATM technologies. Upgrades and expansions on computer network systems. integrating new installations into existing networks and establishing

mainframe connections through hardware and software resources.

Responds to Help Desk trouble calls in area of assigned responsibilities. Phone systems integration with Callware for computer telephony applications. Installation and support of Netclass school network management software. Pro-active monitoring of WAN infrastructure using HP Openview. NT support of Top of Mind help desk server and software. Backs up and administers www servers, mail servers, DNS servers, and the help desk server.

### **Non-Essential Functions**

Occasional other duties assigned as assigned (within skill level).

### **Required Knowledge Skill and Ability**

Ability to work with other employees in a productive and cooperative manner. Interpersonal skills in dealing with administrators, vendors and other people involved in design, development and maintenance of the networks. Working knowledge and understanding of current wiring standards and topologies. Including Ethernet, ARCNET, Token Ring, and ATM. Knowledge of various software packages used through out the district is needed. This includes Novell Server operating systems and N.D.S. Windows operating system all versions including the Mac OS.

### **Minimum Entrance Requirements for Training**

High School diploma or equivalent. Associate degree in computer science. Should have a Network Certification in the current district Network software. Must be knowledgeable and able to troubleshoot hardware configurations. Certification from Callware in computer telephony preferred.

### **Minimum Entrance Requirements for Prior Work Experience**

Five years of job related work experience with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Responsible for obtaining materials and equipment for the jobs assigned. Decides on priorities for jobs assigned. Recommends equipment and materials to be used in district projects.

### **Interaction With Others (Non-Supervisory)**

Works with Teachers, students, secretaries, and other district personnel.

### **Supervision**

N/A

### **Working Environment**

General office conditions prevail with some discomfort due to working in cramped quarter. Pressure from people wanting their projects completed in short order. Must be flexible and able to adjust schedule sometimes working long hours without breaks.

### **Physical Demand Characteristics**

Some lifting and moving of weights up to 100 lbs. May work in crawl spaces when installing wiring.