

## **Madera Unified School District Classified Job Description**

### **Network Specialist**

#### **Purpose Statement**

The job of Network Specialist was established for the purpose/s of supporting the educational process with specific responsibilities for troubleshooting server performance, hardware and software compatibility issues; creating and maintaining databases and backup schedules; and providing technical support to the District and assigned school sites.

This job reports to Director of Information Technology and Support Services

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#### **Essential Functions**

- Creates and maintains a variety of technological elements (e.g. databases, training media, school web sites, user accounts, backup programs, etc.) for the purpose of supporting the instructional program.
- Installs new equipment (e.g. application software, operating software, hardware upgrades, sound systems, projection systems, etc.) for the purpose of upgrading and maintaining District technology systems.
- Maintains network operations and software applications (e.g. school site servers, file and print applications, WEB, database, operating systems, districtwide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Monitors student computer activity for the purpose of ensuring compliance with the Acceptable Use Policy and/or reporting infractions.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, purchase orders, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides Help Desk support to school site personnel for the purpose of providing direction and/or solving technical problems.
- Researches trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc. ) for the purpose of providing technical assistance and support.

- Schedules equipment upgrades and repairs for the purpose of directing services in an efficient and timely manner.
- Travels to assigned sites for the purpose of providing technological support.
- Troubleshoots malfunctions of servers, hardware and/or software applications within the District for the purpose of resolving operational issues and restoring services.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; Inter/Intranet applications; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, and 33% standing. The job is performed under minimal temperature variations.

### **Minimum Qualifications**

**Experience** Two years of experience in microcomputer hardware, software components, microcomputer operating systems, and data communications software.

**Education** Associates Science Degree in microcomputer operating systems and data communications.

#### **Required Testing**

Pre-employment Proficiency Test

Pre-employment Physical exam

#### **Continuing Educ./Training**

None Specified

#### **Certificates**

None Specified

#### **Clearances**

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(A)

#### **FLSA Status**

Non Exempt

#### **Approval Date**

10/12/11

#### **Salary Range**