

**JOB TITLE: NETWORK SYSTEMS SPECIALIST****BASIC FUNCTION**

Manages the activities to support system hardware, software and network operations of the Walnut Valley USD; 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 back up 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**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 to 60 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, crawling in small spaces and will involve walking or standing for extended periods.
- Perceiving the nature of sound, visual acuity (near and far) and depth perception.
- Manual dexterity to operate equipment, use hand tools and manipulate and handle various materials and objects.
- Exposure to hot, cold, wet, humid, or windy conditions.

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

### **EXPERIENCE AND EDUCATION REQUIREMENT**

Any combination of experience and training that would likely provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

#### Experience:

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

#### Education:

Equivalent to the completion of the twelfth grade, 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 Bachelors 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.