

## **JOB TITLE: Network Specialist**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

The **Network Specialist** is responsible for the design, implementation, support and security of the District's data network and server infrastructure. This individual will manage, monitor, analyze, implement, and optimize all data network and server infrastructure functions. He/she has the primary responsibility for managing network and server security policies and practices.

The **Network Specialist** functions as a member of the Tech Team with a primary focus on Level 3 Support Operations. This position requires the ability to quickly solve extremely complex problems and effective collaboration with other Network Operations Center (NOC) staff.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Networking or Server hardware and software.
- Virtual server technologies, such as VMWare.
- Network directory systems, such as Microsoft Active Directory.
- Network and server security procedures.
- Cloud providers and platforms, such as Microsoft 365 or Google Workspace.
- Hardware or software deployment management, such as SCCM.
- Technological developments and trends.
- Performing regular audits of internal and external systems.

#### **Ability to:**

- Perform TCP/IP troubleshooting in a complex environment.
- Learn technologies and practices to complete essential duties.
- Maintain the confidentiality of District information.
- Manage multiple, high priority, tasks.
- Develop and maintain effective working relationships with staff, students, and vendors.
- Communicate effectively in both written and oral form.
- Describe technical issues to users at multiple ability levels.
- Install, maintain, and document hardware and software.

#### **Training and Experience:**

- Working knowledge of and experience with virtual server technologies.
- Experience with Active Directory and Group Policy implementation.
- Strong analytical and troubleshooting skills in all areas of hardware, software, and networking.
- Minimum 2 years of technical experience in the field of computer networking and system administration.
- Technical education or network certification preferred.

**Duties:**

- Efficiently and effectively manage the provisioning of applications and devices.
- Manage and configure cloud services to support operations and user authentication.
- Install, configure, secure, and document server, system, and user management services.
- Assists in the design, development, and testing of hosted or on-premises software systems.
- Troubleshoots network-based systems and devices, including the District's communication systems.
- Engage with third parties as required to resolve issues and/or deliver a capability as needed.
- Supports and maintains server and system updates, upgrades, and lifecycle management.
- Assists with keeping reliable and secure operations of internal network and web connectivity.
- Maintains a broad knowledge of state-of-the-art technology, equipment, and/or systems.
- Performs miscellaneous job-related duties as assigned.

**Physical Abilities Required:**

- Walking or standing
- Seeing
- Hearing
- Lifting/carrying objects weighing 5-20 lbs.
- Pushing/pulling carts, dollies, etc.
- Climbing ladders, scaffolding, etc.
- Regularly working at assigned site(s).
- Driving a car, van or truck on public roads or highways.
- Proofreading and checking documents for accuracy.
- Using a keyboard to enter, retrieve or transform data.
- Dealing with employees, suppliers and/or customers in high-stress situations.
- Working in an area that is somewhat uncomfortable due to noise, drafts, etc.
- Working in a confined area for 2+ hours at a time.
- Working in an area that is very unpleasant due to temperature, odor, noise, etc.
- Operating heavy equipment and/or performing other very hazardous duties.
- Looking at a computer screen/reading data on a PC.

**TERMS OF EMPLOYMENT:**

- Full-Time 12-Month salary position
- \$63,000-\$80,000
- Assigned location(s): Rosalie Jones Administration Center
- Reports to: Network Analyst Team Lead