TECHNICAL SPECIALIST III
JOB DESCRIPTION - CLASSIFIED

Class Summary

Under minimum supervision – primary responsibility for the system administration in an instructional networking environment; performs administrative activities on enterprise-wide systems; develops systems to improve efficiency; collaborates on network infrastructure issues, and provides technical support; mentors and serves as a resource to other technical staff; performs related duties as required.

Representative Duties

Performs system administrative activities; develops systems to improve efficiency; collaborates on network infrastructure or technologies with infrastructure network specialists to improve performance; administers, monitors, maintains, tests, and troubleshoots servers; analyzes, prepares, recommends, maintains, and reviews software; develops recommendations and procedures for the use of operating systems, programming language on instructional computers; interfaces with vendor technical staff in maintaining current operating systems and features; coordinates with staff on upgrading of software to assure smooth transitions between releases; monitors network activity, identifies, evaluates and recommends technology products; reviews system performance reports and makes recommendations to improve utilization of all systems; creates and maintains networking diagrams; participates in the formulation of long-range development plans; participates in conferences relating to new systems applications; contributes to the preparation and implementation of new systems; provides resources to other technical staff; may install both processing and communications hardware and software to accomplish the above duties; may assist in development of applications software.

Organizational Relationships

This position reports to the designated supervisor.

Minimum Qualifications

Training and Experience
Any combination of training and experience equivalent to a Bachelor's degree in a technology field and four years' experience in networking, operating systems, analysis, design and programming for the full range of computer operating systems, server/client and storage equipment.

TECHNICAL SPECIALIST III
JOB DESCRIPTION – CLASSIFIED (Cont'd)

Knowledge and Abilities

Thorough knowledge of: system principles, procedures, techniques, and methods in network design and operation; principles, practices and language of computer operations, capabilities and limitations of computer and peripherals; testing and troubleshooting computer operations.

Ability to: Analyze and develop procedures and systems including writing, testing, debugging, documentation and operating instructions; prepare flow charts and diagrams utilizing knowledge

and abstract reasoning; read, understand, and apply technical and educational data and information; apply programming languages; establish and maintain effective relationship with others; multiple servers running variety of software.

Physical Requirements: Ability to lift 50 pounds.

Working Conditions: This position requires prolonged video display terminal viewing.

Board Approved: January 16, 2024