NETWORK SPECIALIST III

CLASS SUMMARY

Under minimum direction – responsible for one or more category server systems; email, antivirus, backup; performs system administration for firewalls, routers, switches, upgrades/updates, and maintenance; is responsible for implementation and control of system and communication software; performs related duties as required.

REPRESENTATIVE DUTIES

Primarily responsible for one or more category server systems (i.e., email, anti-virus, backup,). Performs proactive network diagnostics; monitors network activity; identifies, evaluates and recommends technology products; provides resolution to complex network problems; serves as technical liaison to the instructional units; performs administrative activities developing systems to improve efficiency, collaborating on network infrastructure issues, and providing technical support; identifies and resolves network, hardware and software problems across the network; recommends changes in network structure or technologies to improve performance; sets up and reconfigures new servers; develops web based custom applications using modern programming languages; analyzes, prepares, recommends, maintains, and reviews the District system software; develops recommendations and procedures for the use of operating systems, language compilers, and communications networks available on the District computers; interfaces with vendor technical staff in maintaining current operating systems and features; coordinates with operations and development staff in the upgrading of software to assure smooth transitions between releases; reviews system performance reports and makes recommendations to improve utilization of all systems; participates in the formulation of long range development plans; participates in conferences relating to new system applications; contributes to the preparation and implementation of new computer systems. May install both processing and communications hardware and software to accomplish the above duties. May assist in the development of applications software.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager of the Information Technology Services department.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Bachelor's degree in Information Technology, Computer Science or related field and four years experience in operating systems, analysis, design and programming for the full range of computer

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systems covering both operating systems and communications; networking experience; design and implementation; server/client and storage equipment; additional programming and system analysis experience may be substituted for the education requirement on a year-for-year basis.

Knowledge and Abilities

Thorough Knowledge of: computer programming principles, procedures, techniques, and methods; principles and techniques of system design and analysis; transaction processing; principles, practices and language of computer operations; capabilities and limitations of computers and auxiliary equipment; testing and troubleshooting programmed computer operations; computer input, forms and operating instructions and reporting; network design and operation; programming of complex and low-level computer languages on a wide range of computers.

Ability to: analyze and develop programs 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; elicit information and communicate with staff and management effectively; utilize required computer language systems; produce, finalize and check work efficiently; maintain effective and cooperative working relations with persons contacted in the course of performing assigned duties; processing and communication systems. Ability to pass System Programmer aptitude test.

WORKING CONDITIONS

This position required prolonged video display terminal viewing.