

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

JOB TITLE: Network Specialist **WAGE/HOUR STATUS:** Exempt
REPORTS TO: Director of Technology **PAY GRADE:** 31,000 starting
DEPT./SCHOOL: Technology Department **DATE:** April 10, 2006

DAYS IN CONTRACT: 226

PRIMARY PURPOSE:

Administer the District's computer network, Internet, and databases.

QUALIFICATIONS:

Education/Certifications:

High School Diploma or GED

Microsoft and Novell Administrator Certification

Multiple additional specialized certifications and/or training

Special Knowledge/Skills:

Advanced knowledge of installation, administration, and design of network-related equipment and peripherals including but not limited to servers, switches, routers, network printers, network cards, and cabling

Advanced knowledge of Windows 95/98/2000/XP operating systems and network database applications, including but not limited to A+LS, Compass, Accelerated Reader, RSCCC, Winschool, GroupWise, Trend Micro's antivirus, Veritas backup, Fasttrack, V-Boss, DreamWeaver, IIS and Novell's user database

Effective interpersonal, organizational, and communication skills

Experience:

Experience with administering the above named applications

Experience with administering servers and other network equipment

Experience with designing and administering computer networks

Experience with designing and administering Internet connections

Experience with designing and administering database connections

Phone: (999) 888-7777 Fax: (999) 888-7777

Address Street, City, TX 12345

Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

MAJOR RESPONSIBILITIES AND DUTIES:

1. Design, administer and configure network database applications
2. Design, administer and configure user access databases
3. Design, administer and configure Internet access
4. Design, administer and configure servers, routers, switches, network printers and other network equipment as needed
5. Design, administer and configure campus and district networks
6. Rotates on-call responsibilities with other network technicians
7. Keep current with technology and network advancements
8. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use
9. Keep proper records documenting daily work and inventory changes
10. Organize office and work areas
11. Any additional duties as assigned

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

Physical Demands/Environmental Factors:

Frequent district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours; standing; bending; and lifting heavy objects often required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by (supervisor): _____ Date: _____

Reviewed by (employee): _____ Date: _____

Approved by (Human Resources): _____ Date: _____

Phone: (999) 888-7777 Fax: (999) 888-7777
Address Street, City, TX 12345