

Wappingers Central School District Position Description

Position Title: Network Specialist
Department: Technology Support Services
Reports To: Director of Technology Support Services (Data Processing)
Prepared By: Personnel Office Date: June, 2000
Approved By: Board of Education Date: June, 2000

SUMMARY: This is a highly specialized position designed to act as a local area network (LAN) administrator for a school district. The incumbent provides a full range of user support, including initial installation and upgrade, troubleshooting and system evaluation. In addition, the incumbent assists with routine microcomputer system support as training allows.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

1. Performs routine LAN administration, including adding and deleting users, changing access rights, troubleshooting software and access problems, within the scope of existing policies and procedures.
2. Performs installation and support of printers in a LAN environment.
3. Provides telephone and on-site assistance to users running software from a network server and refers any unresolved problems to appropriate staff.
4. Monitors all existing LANs to ensure compliance with standards for installation, customization, and software licensing, taking corrective action when needed.
5. Establishes and maintains computerized records of network hardware and software configurations, licenses and warranties.
6. Receives, records and performs initial configuration and installation of LAN related computer hardware and component/operating system software, contacting vendor as necessary to resolve problems.
7. Performs installation and upgrade of application software on network servers and workstations.
8. Evaluates existing LAN configurations in order to provide accurate information regarding network capacity and performance.
9. Installs additional or replacement LAN components in existing networks.
10. Maintains standard supply list for bidding and ordering of LAN hardware and software components.
11. Provides support in other areas, such as initial setup and software troubleshooting, when needed.
12. Does related work as required.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: Completion of an acceptable post high school training program designed a to prepare students to become LAN administrators AND two (2) years of full-time work experience which primarily involved performing LAN administration and support;

OR: Three (3) years of work experience as described above;

OR: An equivalent combination of training and experience as indicated above.

LICENSES, REGISTRATIONS:

New York State driver's license.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and district staff.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to use personal computer applications such as word processing, spread sheets, etc.

Thorough knowledge of the principles, practices, methods, capabilities, limitations and techniques of standalone and networked microcomputer systems; thorough knowledge of mainstream LAN related hardware and software; ability to quickly learn and evaluate new LAN related software and hardware; ability to develop and maintain policies and standards across a large system with possibly conflicting demands; ability to communicate, both orally and in writing; ability to establish and maintain effective working relationships; initiative; tact; courtesy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position may require the employee to work irregular or extended hours. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the Board of Education, the public, and other workers.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer, and reach with hands and arms. Specific vision abilities required by this job include close vision. Employee must have ability to lift, transport, and place computer equipment weighing approximately 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee..