



Irvine Unified School District

NETWORK SPECIALIST II

DEFINITION

Under the direction of the Information Technology Managers, installs, upgrades and administers IUSDNet file, application, and web servers, including but not limited to Novell Netware and Microsoft NT Servers. Installs and maintains complex applications including Novell Zen Works and Web Applications, prepares cost/benefit analysis of hardware/software solutions, and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Installs and maintains complex applications on IUSD file, application, and web servers.
- Maintains specialized and advanced knowledge of networking hardware and software. Maintains Novell Certified Netware Engineer and/or Microsoft NT Server rating (CNE, master CNE, or similar professional rating or job experience), demonstrating advanced knowledge of networking using Novell Netware and/or Microsoft NT.
- Maintains advanced expertise on all the network protocols in use at IUSDNet, particularly TCP/IP.
- Maintains Novell, Antivirus, and Web development servers.
- Maintains 24/7 operation of file, application, and web servers.
- Conducts advanced network and network server troubleshooting.
- Maintains, and troubleshoots Novell GroupWise E-mail servers.
- Prepares cost/benefit analysis of alternative hardware/software solutions for Novell, Antivirus and Web Development.
- Surveys hardware and software trends, makes strategic recommendations relative to new advances and needs of IUSDNet users.
- Assists local area network administrators with remote control, security, antivirus, and web applications.
- Designs, installs, maintains, and documents network hardware, software, and operating systems.
- Develops functional specifications, standards, and requirements for hardware and/or software purchase and design to ensure optimum system and end-user performance.
- With other staff members, provides IUSD administrators, teachers and students with network and electronic mail accounts and ensures that delinquent accounts are removed.
- Helps in the management of user e-mail accounts.
- Maintains advanced knowledge in the installation and maintenance of SMTP gateways.
- Helps in the training and supervision of staff to act who utilize remote control, antivirus, and web applications.

QUALIFICATIONS GUIDE

Knowledge of:

- Network administration duties of a Novell Netware server for at least 2 years and Microsoft NT application server.
- All network protocols in use at IUSDNet, particularly TCP/IP.
- Hardware and software installation.
- On-line quality assurance support programs.

Ability to:

- Describe technical issues to IUSDNet users.
- Communicate effectively in both oral and written form.
- Develop and maintain effective working relationships with staff, users, administrators and vendors.

- Design, install, maintain, and document network hardware, software, and operating systems.
- Troubleshoot network and server issues.
- Maintain accurate activities log.
- Prepare cost/benefit analyses.
- Implement systems to protect data security.
- Train users and staff.

Training and Experience:

Significant college level coursework in Computer Science is required. Bachelors degree in Computer Science or Business Administration from an accredited university and paid experience in work related to the computer field is preferred. Minimum 2 years experience in managing a multi-protocol network with special emphasis in Netware, Remote Control (ZEN), Antivirus applications, and Microsoft NT operating systems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

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 in situations where only limited standardization exists.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, sit, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

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[Return to top](#)

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