



Irvine Unified School District

NETWORK SPECIALIST I

DEFINITION

Under the direction of the Information Technology Managers, installs, upgrades and administers Novell Netware servers. Maintains complex applications such as Novell GroupWise, 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 rating (CNA, CNE, or similar professional rating), demonstrating knowledge of networking using Novell Netware.
- Maintains advanced expertise on all the network protocols in use at IUSDNet, particularly TCP/IP.
- Maintains Novell GroupWise servers
- Prepares cost/benefit analysis of alternative hardware/software solutions.
- Assists local area network administrators;
- Installs, maintains, and documents network hardware, software, and operating systems.
- With other staff members, provides, IUSD administrators, teachers and students with network and e-mail accounts, and ensures that delinquent accounts are removed.
- Helps in the management of user e-mail accounts.
- Helps in the installation and maintenance of SMTP gateways.

QUALIFICATIONS GUIDE

Knowledge of:

- Network administration duties of a Netware file server for a minimum of 12 months.
- 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.
- Keep good log of activities.
- Prepare cost/benefit analyses.
- Implement systems to protect data security.
- Train 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 are preferred. Minimum 12 months experience in Netware network administration.

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.

[Return to top](#)

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