



Irvine Unified School District

NETWORK SPECIALIST IV

DEFINITION

Under the direction of the Director of Information Systems, installs, upgrades and administers IUSDNet file and application servers, including but not limited to Novell Netware and Microsoft NT servers. Installs and maintains complex applications, prepares cost/benefit analysis of hardware/software solutions, acts as security officer for IUSD Networks, oversees other network administrators, 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 servers.
- Maintains specialized and advanced knowledge of networking hardware and software. Maintains Novell Certified Netware Engineer and/or Microsoft NT Server Engineer (CNE, master CNE) rating (or similar professional rating), demonstrating advanced knowledge of networking using Novell Netware and Microsoft NT. Maintains advanced expertise on all the network protocols in use at IUSDNet, specifically TCP/IP. Has advanced knowledge of Internet working protocols used by routers. Researches new network standards and recommends changes.
- Implements remote control software designed to support troubleshooting and software installation across the network
- Provides for seamless connectivity between Novell and Microsoft NT servers.
- Designs and implements systems to provide remote access to district servers by authorized employees.
- Conducts advanced network and network server troubleshooting.
- Prepares cost/benefit analysis of alternative hardware/software solutions. Surveys hardware and software trends, makes strategic recommendations relative to new advances and needs of IUSDNet WAN. Makes recommendations that would affect the IUSDNet.
- Designs on-line quality assurance support programs including system and database security; designs systems and procedures to protect data integrity.
- Assists local area network supervisors; 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.
- Acts as security officer for IUSD Networks preventing unauthorized access.
- Supervises the firewall preventing access to undesirable Internet sites.
- Installs and maintains repeaters, bridges, routers and gateways as required for connection between the IUSD networks, between the District Office and all schools, and between the District Office and the Internet.
- Maintains advanced knowledge in the installation and maintenance of SMTP gateways.
- Deploys and manages Virtual Private Networks.
- Manages domain registration.
- Designs and manages projects.
- Manages systems design to integrate voice and data.
- Anticipates emerging and long-range system issues and develops appropriate strategies.

QUALIFICATIONS GUIDE

Knowledge of:

- Network administration duties of a Novell Netware file server for at least 2 years and Microsoft NT application server.

- All network protocols in use at IUSDNet, including TCP/IP, LocalTalk, EtherTalk and LAT (as of current date).
- Active Server Page programming
- 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 complex 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 are preferred. Minimum 2 years experience in managing a multi-protocol network with special emphasis in Netware and Unix or 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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