IRVINE UNIFIED SCHOOL DISTRICT

SPECIALIST I-NETWORK

DEFINITION:
Under the supervision of the Supervisor- Network Services, installs, upgrades and administers IUSD network and server infrastructure; installs and maintains assigned complex applications; prepares cost and benefit analysis of hardware and software solutions; updates and redesigns the network as new technologies and hardware become available

DISTINGUISHING CHARACTERISTICS:
The Specialist I-Network classification is the entry-level classification in the series. Incumbents work under close supervision and perform work in the maintenance, installation and repair of District servers and network hardware and related software. The Specialist II-Network provides more complex program support and is an experienced-level classification in the series. The Specialist III- Network provides more complex program support and project leadership. The Specialist IV-Network is the advanced-level in the Network Specialist series requiring greater difficulty and complexity of the analytical tasks.

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.**
- **Demonstrates advanced knowledge of networking using assigned computer network operating systems.**
- **Maintains advanced expertise on all the network protocols used at IUSD.**
- **Configures, installs, deploys, maintains, troubleshoots and secures network hardware and software.**
- **Monitors and ensures high-availability of critical IUSD technology systems.**
- **Conducts advanced network and network server troubleshooting. Serves as a point of escalation for site technicians on complex issues.**
- **Designs, installs, maintains and documents network hardware, software and infrastructure.**
- **Plans, designs, documents, maps, diagrams and tests new network equipment configurations and new software applications for integration into network.**
- **Updates and redesigns the Network as new related technologies and hardware become available.**
- **Prepares cost and benefit analysis of alternative hardware and software solutions for assigned programs and software.**
- **Surveys hardware and software trends and makes strategic recommendations relative to new advances and the needs of IUSD users.**
- **Prepares and maintains records and reports related to assigned activities.**
- **Communicates with various personnel, administrators, school sites, vendors and outside contacts to exchange information, coordinate activities and resolve issues or concerns.**
- **Assists local area network administrators with remote control, security, antivirus and web applications.**
- **Develops functional specifications, standards and requirements for hardware and software purchase and designs to ensure optimum system and end-user performance.**
- **Maintains user accounts and permissions; periodically audit user access levels; ensure accurate account information and appropriate levels of access; remove delinquent accounts as needed.**
- **Assists with creating, testing and mass deploying assigned software packages through desktop management system.**
- **Operates a variety of job-related equipment including small hand and power tools, office equipment, a computer and assigned software.**
- **Attends and participates in meetings related to assigned activities and department.**
- **Drives a vehicle to school sites to perform duties as needed.**
- **Performs other duties as required.**

QUALIFICATIONS GUIDE

Knowledge of:

- Network administration duties for assigned servers.
- Various network protocols in use at IUSD.
- Hardware and software installation.
- Network and server performance and availability monitoring tools and procedures.
- Wireless infrastructure design, equipment, access control and monitoring techniques. System and data backup and recovery solutions.
- Computer hardware systems and software applications utilized.
- Personal computers and operating systems.
- Record-keeping and technology infrastructure design documentation techniques.
- Operation and maintenance of a variety of specialized equipment and hand tools.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Describe technical issues to IUSD 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 connection and server issues.
- Prepare cost and benefit analyses.
- Implement systems to protect data security.
- Provide training to assigned personnel related to assigned duties.
- Work independently with little direction.
- Utilize a variety of computer applications and operating systems.
- Plan and organize work.

EDUCATION/EXPERIENCE:
Any combination equivalent to: bachelor's degree in computer science or a related field and two years of experience in the installation, maintenance and repair of computer systems, networks, peripherals and related equipment.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver license.

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.
- Sitting, standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and assigned equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Seeing to read a variety of materials and view a computer monitor.
- Climbing ladders

WORK ENVIRONMENT:
Office and indoor 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 moderate. Hazards include:
- Working at heights.