



## SPECIALIST IV-NETWORK

### DEFINITION:

Under the supervision of the Supervisor – Network Services, installs, upgrades and administers District servers and network technologies; installs and maintains complex applications; prepares cost and benefit analysis of hardware and software solutions; monitors and maintains network security.

### DISTINGUISHING CHARACTERISTICS:

The Specialist IV-Network is the advanced-level in the Network Specialist series. . The Specialist IV-Network acts as a team and project lead. Positions at this level require highly specialized knowledge, abilities, skills and experience and often exercise independent judgment in the performance of their duties, and possess technical or functional expertise beyond that expected at the journey-level. The Specialist I-Network classification is the entry-level classification in the series. 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.

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

- Installs and maintains complex applications on IUSD servers; upgrades and administers District file and application servers.
- Maintains current specialized and advanced knowledge of networking hardware and software related to assigned activities; maintains appropriate network management and security certifications or demonstrates equivalent knowledge.
- Oversees network security, preventing unauthorized access and preserving network reliability.
- Maintains advanced knowledge on the network protocols utilized by IUSD; researches new network standards and recommends changes.
- Implements systems for remote support and management of IUSD technology, including remote control software designed to support troubleshooting and software installation across the network.
- Conducts advanced network and network server troubleshooting.
- Prepares cost and benefit analysis of alternative hardware and software solutions; surveys hardware and software trends and makes strategic recommendations relative to new advances and the needs of; makes recommendations relating to assigned activities affecting IUSD.
- Assists Information Technology staff as needed; Provides guidance and support to technical support team.
- Designs, installs, maintains and documents network hardware, software and operating systems.
- Develops functional specifications, standards and requirements for hardware and software purchase and design to ensure optimum system and end-user performance.
- Installs and maintains network infrastructure required for connection between the IUSD networks, between the District Office and all schools, and between the District Office and the Internet.
- Designs and oversees assigned projects.
- Anticipates emerging and long-range system issues and develops appropriate strategies.
- Establishes and maintains technology access and performance monitoring systems and procedures. Takes appropriate action to respond to outages, suspected security breaches and other issues impacting accessibility of IUSD resources.
- Work collaboratively with vendor partners to specify equipment and systems, obtain favorable pricing, coordinate installation and troubleshoot system issues.
- Operates and maintains a variety of specialized equipment and software related to assigned duties including a computer and assigned software.
- Communicates with various personnel to exchange information, coordinate activities and resolve issues or concerns.

### QUALIFICATIONS GUIDE

Knowledge of:

- Network administration principles and procedures.
- Server management, including aligning specifications to program need, forecasting growth, installation, management, backup and recovery.
- Hardware and software installation.
- Cybersecurity systems and best practices, including secure network design, monitoring and incident response.
- Network equipment configuration, installation and management.
- Record-keeping techniques, including design documentation.
- Data center administration, including technology systems and infrastructure design and peripheral equipment (environmental and security controls).
- Technical aspects of field of specialty.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Design, install, maintain, and document network hardware, software, and operating systems.
- Troubleshoot complex network and server issues.
- Prepare cost and benefit analyses.
- Implement systems to protect data and network security.
- Utilize a variety of computer applications and operating systems.
- Research and recommend new system software and hardware.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records related to work performed.
- Operate and maintain a variety of specialized equipment and hand tools.
- Maintain current knowledge of technological advances in the field.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Describe technical issues to users.
- Work independently with little direction.
- Plan and organize work.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer science or business administration and five years of experience in the installation, maintenance and repair of computer systems, networks, peripherals and related equipment.

**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.

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

**WORK ENVIRONMENT:**

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.

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