

CHICO UNIFIED SCHOOL DISTRICT NETWORK ANALYST

DEFINITION

Under direction, to perform a variety of technical duties involved in the design, installation, configuration and maintenance of local area and wide area networks; to operate and maintain computer and peripheral equipment; and to troubleshoot and resolve problems with computer and peripheral equipment.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Assist in the design of District local-area and wide-area networks; install, configure and maintain network routes, bridges, wiring, NIC's and repeaters; install and administer UNIX servers; troubleshoot and resolve problems with the network and network services.
- Manage E-mail accounts and ensure security of the District E-mail server.
- Manage and maintain the domain name service for district WAN.
- Oversee the development of the Internet Information Service.
- Assist in the preparation and implementation of the assigned budget for network and computer equipment projects.
- Operate and understand the operation of the District computer system and peripheral equipment, including main terminal, printer, tape drive, forms equipment, decollator and burster.
- Select and load input and output units with materials, including tapes, cards and paper forms.
- Observe equipment for proper operation; monitor computer systems for optimum user and job utilization; take corrective action as necessary; produce reports, documents and other output.
- Perform system backup on work stations.
- Respond to remote site equipment problems; determine which equipment link is not functioning properly, including modem, cables, bridge, route, telephone lines, terminal, network interface card, or protocol stack.
- Train and assist users in the implementation of new or changed on-line remote equipment; provide training and assist users in E-mail and other network services.
- Order necessary supplies, paper and forms.
- Serve as key operator for assigned equipment.
- Perform personal computer software/hardware installation and troubleshooting as assigned.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge; stay abreast of new technologies and software.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices used in the design, configuration, installation and maintenance of computer networking equipment, including servers, hubs, routers, bridges, cabling, interface cards and repeaters.
- Data processing operations, services and terminology.
- Capabilities, capacities, limitations and interrelated uses of computers and peripheral equipment.
- Computer operating systems and utility programs.
- Proper use and operation of data processing equipment, software and system applications.
- Principles and practices used in the set up and administration of multi-user systems.
- Recent developments, current literature and sources of information regarding computer systems.
- Principles and practices used in training staff.

Knowledge of:

- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping and reporting.
- Mathematical principles.

Skill to:

- Operate a variety of highly technical computer equipment and related peripheral equipment.
- Operate modern office equipment, including computer equipment.

Ability to:

- Learn new software products with and without formal training.
- Train and instruct staff in the use of computer applications, current or new terminals and scanners, E-mail and network services.
- Independently set up and operate computer systems and peripheral equipment.
- Install and troubleshoot computer software and hardware.
- Identify, troubleshoot and resolve equipment link problems relating to the telephone lines, modem, cables, terminals, bridge, router and network system.
- Understand the organization and operation of the assigned office and the District in order to assume assigned responsibilities.
- Read, interpret and apply concepts found in complex technical publications, manuals and other documents.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Perform accurate mathematical computations quickly.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four years of experience in computer operations and networking.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in computer science, management information systems or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to extreme noise, confining work space, chemicals, mechanical hazards and electrical hazards.