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 (WAN); install, configure and maintain network routes, bridges, wiring, and wireless access points (WAP); install and administer servers and systems; integrate new technologies that interface with network systems; install, 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.
- 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 configuration backups on network equipment and systems.
- Administer and implement Network & Computer security systems; establish and enforce District server standards and protocols.
- Respond to remote site equipment problems; determine which equipment link is not functioning properly.
- 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.
- Administer Directory Services, manage group policy, accounts, and permissions.
- 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.
- Assist and oversee special projects; and, 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, switches, routers, bridges, cabling, interface cards and repeaters.
- Data processing operations, services and technology.
- Capabilities, capacities, limitations and interrelated uses of computers and peripheral equipment.
- Computer operating systems and utility programs.
- Proper use and operation of software and system applications.
- Principles and practices used in the setup and administration of multi-user systems.
- Recent developments, current literature and sources of information regarding computer systems.
- Principles and practices used in training staff.
- Modern office practices, methods and computer systems.
- Principles and procedures of record keeping and reporting.
- Mathematical principles.
- District policies pertinent to scope of responsibility, including safety practices and procedures.
- Safe driving principles and practices.
Skill to:
- Operate a variety of highly technical computer equipment and related peripheral equipment.
- Operate modern office equipment.
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:
- Learn new software products with and without formal training.
- Train and instruct staff in the use of computer applications, current or new systems and devices, 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, cables, switches, routers and network systems.
- 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:
- Please refer to the Job Analysis.