

NETWORK SYSTEMS SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, configure, install, maintain, and repair systems that provide network security, internet access and enterprise-wide applications.

REPRESENTATIVE DUTIES:

- Maintain and repair computer equipment and peripherals to prevent service interruption; including UNIX/Microsoft/Macintosh based servers. **E**
- Install, configure and monitor network services that provide security measures for the district such as content filtering, and firewalls. **E**
- Install, configure and maintain file level securities on servers. **E**
- Provide support for end users as well as on site help and training. **E**
- Set up user accounts, configure computers to communicate with the network, develop and maintain maintenance scripts. **E**
- Install software applications and updates servers. **E**
- Clean and perform preventative maintenance on centralized servers and equipment. **E**
- Make recommendations for department and/(or) district technical needs intended to maintain and improve quality of service to the district. **E**
- Utilize a variety of diagnostic software and equipment. **E**
- Create and maintain custom programming such as Perl and shell scripts for automation.
- Travel to various sites as necessary to perform assigned duties. **E**
- Review work orders and complete as appropriate.
- Assist with the installation, repair, and upgrades of networks. **E**
- Attend classes and workshops to maintain technical expertise and competence.
- Perform related duties as assigned.

KNOWLEDGE OF:

Tools, equipment, practices and methods of cleaning, adjusting, and repairing computer systems, peripherals, and related equipment.

Basic electronic concepts and principles of electronic data processing, computer time-sharing operations and data transmissions.

Computer applications and operating systems to include, but not limited to: UNIX varieties, Macintosh and Microsoft.

Specific knowledge of UNIX, TCP/IP, DNS, DHCP, electronic messaging, network intrusion detection and prevention.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Technical aspects of field of specialty.

ABILITY TO:

Provide a DMV printout dated within 2 months.

Maintain and repair software and equipment to prevent service interruptions.

Install, replace, maintain and repair various types of enterprise-wide systems and related equipment effectively and efficiently.

Utilize diagnostic software and equipment to determine defects and malfunctions.

Diagnose and understand reasons for system failures.

Prioritize maintenance and repair work, setting and meeting deadlines.

Understand and carry out oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by coursework in computer science technology.
Five years of skilled-level experience in the maintenance of network security and internet protocol administration.

Possession of valid California driver's license.

WORKING CONDITIONS:**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate hand tools and other assigned equipment.

Vision appropriate to view a computer monitor.

Lifting and carrying moderately heavy equipment.

Bending at the waist, kneeling or crouching to repair equipment.

7/1/03

SMJUHSD

Range 32