



Mobile County PUBLIC SCHOOLS

Job Description Title – NETWORK TECHNICIAN

SUPERVISED BY/REPORTS TO: The Network Manager or his/her designee

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Must have an Associate's degree in computer technology or two (2) years of network hardware and software installation and maintenance experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.
- Must possess a valid driver's license.
- Must be insurable as determined by an investigation into private and business driving records within any consecutive three year time frame.
- Must meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Good general health, clean in attire and appearance.
- Ability to be punctual and regular in attendance.

COMPUTER TECHNICAL SKILLS REQUIRED

- Microsoft and Cisco certifications along with an extensive background in Windows 2016 Domain Environment and Cisco network infrastructure preferred.
- Excellent working knowledge of network subnets, VLAN configuration, wireless networks, and Active Directory.
- Skills in troubleshooting computer hardware, software, and network installation and maintenance.

COMMUNICATION SKILLS REQUIRED

- Skills in communication and interpersonal relations as applied to interaction with co-workers, supervisors, users of technology, etc. sufficient to exchange or convey information and to receive work directions.
- Must possess strong customer service skills.

LANGUAGE SKILLS REQUIRED

- Ability to read and interpret documents including lesson plans, safety rules, attendance instructions, and school and district procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to understand and follow oral and written instructions.

REASONING ABILITY:

- Ability to work well under pressure and make logical, practical, and accurate decisions.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, lifting, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 25 pounds and push or pull over 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Implements plans for replacing and upgrading computer hardware and software, switches, wireless access points, and other related devices.
2. Replaces and/or repairs network hardware, including performing diagnostic tests and troubleshooting to determine if problems are hardware or software issues.
3. Monitors and troubleshoots LAN/WAN connectivity.
4. Performs network and software maintenance.
5. Monitors and troubleshoots wireless networks.
6. Installs, configures, and tests electrical and network components, such as outlets, switches, panels, routers, switches, patch panels, and jacks.
7. Troubleshoots and repairs electrical and network issues, such as power outages, connectivity problems, and faulty wiring.
8. Working knowledge of Cisco technologies including ISE, AMP, and switch IOS; Microsoft technologies including SCCM, Office 365, Active Directory, and Windows 10 Enterprise.
9. Responsible for the installation, maintenance, repair, and upkeep of numerous models of physical VoIP phones.
10. Responsible for the installation and maintenance of AV equipment and infrastructure.
11. Attends all required training meetings and workshops.
12. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.

13. Reports absences and takes leave in accordance with Board policies and procedures.
14. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
15. Works well with all supervisors and other members of the team.
16. Performs other related duties as assigned by the Network Manager.

OTHER REQUIRED SKILLS and ABILITIES:

- Ability to work in a friendly manner with co-workers and students.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ While performing the duties of this job, the employee may be subject to seasonal cold and hot temperatures.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels that are loud in a classroom, a gymnasium, playground, or a cafeteria.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Network Manager.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule will be determined by the Network Manager. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.