

NETWORK SPECIALIST (SCHOOLS & BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position that involves responsibility for development, installing, and maintaining the computer technology functions of a school district, including computer networking. This individual plays an essential role on the team that plans for network improvements. The incumbent will be required to analyze and diagnose network hardware and software problems, research and install new computer network hardware and software systems and products, and train users on new software and equipment. The work is performed under general supervision of a higher level technician or school district administrator with leeway for exercising independent judgment. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Analyzes existing systems and makes recommendations for updating systems in terms of new computer hardware and software; Provides systems analyst functions in the evaluation of software and hardware, and tests new computer hardware and software for interoperability and functionality with existing systems and software; Analyzes and takes corrective action to resolve computer and data communication hardware and software problems and local area network problems; Installs and maintains networking software and hardware operating systems; Configures department workstations and networks; Designs program specifications, documentation forms, flowcharts and diagrams; Performs routine and regular maintenance on computer related communications and networking equipment; Researches and evaluates new computer hardware and software products; Maintains up-to-date knowledge of new trends and technology for computer hardware, software and networking; Demonstrates and trains users in the operation and maintenance of computer hardware and software; Ensures security and efficiency of computer systems; Makes or coordinates repairs to equipment as needed; Consults with vendors, distributors, and users regarding the purchase of computer hardware, software and networking equipment; Maintains inventory of hardware equipment; Maintains logs on all trouble calls and equipment repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, and procedures involved with local area networks (LANs); Good knowledge of computers and computer product technology; Good knowledge of logical operations of computers and data communication devices; Good technical aptitude and ability in order to stay current with changes in technology; Working knowledge of data processing methodology and techniques including documentation of data security; Ability to define and recommend computer documentation of data security; Ability to define and recommend computers; Ability to detect, repair and resolve computer breakdowns and problems logically; Ability to effectively teach and instruct novice computer users; Ability to configure work stations and networks; Ability to establish and maintain effective working relationships, initiative, patience, dependability and good judgment; Ability to follow oral and written instructions; Good communication skills both oral and written; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in computer science, computer technology, data processing, management of information systems or closely related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in computer science, computer technology, data processing, management of information systems or a related field and two years of work experience involving responsibility for the maintenance, configuration, or installation of mainframe and/or micro-computer hardware and software which shall include networking; OR
- C. Possession of a high school or equivalency diploma and four years of experience as defined in (B) above; OR
- C. Five years of experience as defined in (B) above;
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SUBSTITUTION: Current/Active certification as either a Certified Network Engineer from Novell, a certified Network Associate (CNA) from Cisco or a Microsoft Certified Systems Engineer (MCSE) from Microsoft may substitute for six months of the required experience.

SPECIAL SCHOOL REQUIREMENT: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, chapter 180 of the laws of 2000, and by the regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 10/26/17