

## **COMPUTER TECHNICIAN DISTRICT NETWORK**

### **Purpose Statement**

The job of COMPUTER TECHNICIAN DISTRICT NETWORK was established for the purpose/s of maintaining core network computer system in operating condition; meeting the technology needs of the district; documenting information, maintaining and resolving immediate operational and/or safety concerns.

This job reports to TECHNOLOGY MANAGER

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### **Essential Functions**

- Assesses district site servers for the purpose of ensuring they are in effective working condition, data is being saved to the server, back-up occurring on schedule, and the integrity of the system/data is maintained. Concerns that can not be resolved are reported to the Technology Manager/Maintenance provider immediately in order to resolve the issue quickly.
- Ensures back-ups are operational and completed on a daily basis for the purpose of ensuring that no more than 24 hours of data is lost in the event of a system failure.
- Monitors maintains, controls and assesses all district servers and network core systems (e.g. e-mail, power school, Citrix, SQL, Smart Filter, Cisco Call Managers, Cisco Unity, Subfinder, Pure message, Web servers, Sophos, PIX, Cisco Core System, etc.)) for the purpose of ensuring availability of district operations.
- Repairs servers, network core hardware and software (e.g. (jobs requiring specialized computer and electronics repair skills)) for the purpose of maintaining network equipment in a safe and functional operating condition.

### **Other Functions**

- Assists other personnel (e.g. troubleshooting software, hardware problems and user support) for the purpose of supporting them in the completion of their work activities.
- Attends seminars, workshops, district meetings for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates assignments with technology staff (e.g. projects, periodic maintenance) for the purpose of ensuring successful completion and goal attainment.
- Download and install security system patches, hot fixes, software corrections for application being utilized at the District level for the purpose of ensuring the system is up to date at all times.
- Orients selected personnel (e.g. technology staff - district and site) for the purpose of applying new technologies and procedures, and ensuring their ability to use new and/or existing software.
- Prepares written assignments requested by Technology Manager (e.g. reports, memos, letters, network layouts, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procurement of equipment, supplies and materials (e.g. quotation, purchasing, monitoring for compatibility) for the purpose of providing cost information as needed/request, and purchasing/securing items in order to complete jobs effectively.
- Responds to inquiries for the purpose of providing information and/or direction.
- Transports a variety of items (e.g. servers, network equipment, routers, hubs, printers, etc.) for the purpose of providing materials at the job site or transporting equipment for repair.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: Troubleshooting/repair network hardware, servers, and network core equipment. Working knowledge of internet filtering systems, appliances, and anti-virus systems.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Working knowledge of basic networking operations. Specific knowledge and terminology of WAN, LAN and core hardware is necessary for the operation of the network. Changes and upgrades must be communicated to staff orally and in written format (documentation/reporting). Five years of experience required.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, meeting deadlines and schedules, working as part of a team and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Continuing Educ. / Training**

Keep current in field

### **Certificates & Licenses**

A+, Network+, Cisco

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 9