Network Systems Specialist

**Purpose Statement**

The job of Network Systems Specialist is done for the purpose/s of performing a variety of professional duties that include providing desktop computer and network support; troubleshooting computer system hardware and software problems; performing minor microcomputer repair; developing and implementing training programs for computer users; systems integration in the overall support of YCOE users; and assisting computer users in setting up new applications, installations and configuration.

This job reports to Director, Information and Technology Services

**Essential Functions**

Acts as primary administrator of YCOE Google domain (e.g. services for staff and associated non-YCOE accounts, etc.) for the purpose of providing Google domain programs and processes for YCOE.

Administers VLAN's connections and issues (e.g. network equipment connecting YCOE LAN and LANS, etc.) for the purpose of maintaining conductivity and services.

Administers and configures networked node equipment (e.g. computers, printers, phones, switches, and cameras, etc.) for the purpose of maintaining YCOE network conductivity.

Administers antivirus system (e.g. desktop firewall configuration, profile development, threat monitoring and resolution, etc.) for the purpose of ensuring secure operation of YCOE systems.

Assists network Engineer for the purpose of ensuring efficient operations.

Develops design, configuration, implementation and management of computer networks for the purpose of ensuring professional operation YCOE and districts’ network operations.

Installs microcomputers, network servers, and related peripheral equipment (e.g. scanners, plotters, disk drives, switches, memory sticks, LAN cabling, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.

Maintains accurate records (e.g. software site licenses, etc.) for the purpose of ensuring efficient vendor contracts for YCOE and programs in the district.

Manages desktop software (e.g. using centralized enterprise based delivery systems, etc.) for the purpose of providing necessary updates for YCOE administration and student programs.

Oversees system interpretation of substitute and absence tracking system for YCOE (e.g. administration of and troubleshooting for AESOP, etc.) for the purpose of ensuring proficient operation of current tracking system.

Oversees all activities related to VOIP phone system employed at YCOE (e.g. provisioning phones, account setup, training, etc.) for the purpose of ensuring trouble free operation of phones at YCOE.

Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.

Provides technical assistance (e.g. departments requesting telecommunication connections, etc.) for the purpose of providing professional assistance for operational needs at multiple sites.

Provides system documentation (e.g. develops technical documentation that can be utilized by other users, etc.) for the purpose of providing needed technical resources for others.
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience within a specialized field is required.
**Education:** Bachelors degree in job-related area.

**Equivalency:** Industry Certifications and prior professional experience in providing microcomputer user support and training.

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<th>Required Testing:</th>
<th>Certificates and Licenses</th>
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<tr>
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<td>Valid Driver’s License &amp; Evidence of Insurability</td>
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<tr>
<th>Continuing Educ. / Training:</th>
<th>Clearances</th>
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<tr>
<td>Maintains Certificates and/or Licenses</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<td>Tuberculosis Clearance</td>
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**FLSA Status** | **Approval Date** | **Salary Grade**
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Non Exempt | 2/14/2018 | 56