NETWORK SPECIALIST

DEFINITION

Under the direction of Director of Operations, the Network Specialist performs administrative and technical work in installing, upgrading and maintaining servers, computers and peripherals and associated network systems and programs; maintains records and prepares records and reports; and performs other related duties as required.

CLASS CHARACTERISTICS

This single position class performs technical work in the maintenance of the District's networks and performs responsible administrative work for the Director of Operations. Work is performed with a high degree of independence and action.

SUPERVISION RECEIVED AND EXERCISED

Supervised by: Director of Operations

Exercises supervision over: no supervisory responsibility

ESSENTIAL DUTIES *(Duties may include, but are not limited to, the following):*

Troubleshoots user problems when accessing networks and using applications; installs workstation and networking software; troubleshoots PC hardware problems, LAN and WAN problems and issues.

Acts as systems administrator for local area network; installs and configures switches, routers, modems, hubs servers and network software; designs and implements network improvements; configures file servers to ensure optimum performance; administers wide area network and Internet services.

Provides administrative support including preparing purchase requisitions maintaining files, records and databases and preparing reports; coordinates maintenance, inspection and repair of vehicles, and communication equipment; attends internal meetings.

Monitors SCADA system, reports alarms and takes action as directed.

Supports, updates, and trains users in PC applications; provides technical assistance to users.

Develops and maintains District website, email system, and maintains system security.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:
- PC industry and trends;
- FoxPro and Access;

- PC products such as Word, Excel, Outlook, Exchange and Adobe;
- DOS, Windows NT, Novell, Windows 95 & 98;
- TC/IP, Novell/NT, LAN, WAN;
- Principles and practices of installation and maintenance of network hardware including switches, routers, hubs;
- Systems design theory and methods;
- Database design and structure;
- Use, capability, characteristics and limitations of microcomputers and related equipment.

ABILITY TO:
- Analyze and define problems and conceptualize new computer solutions;
- Develop training programs;
- Support SCADA system;
- Administer Novell/NT, HP LAN, WAN;
- Configure and install network hardware;
- Develop relational databases;
- Use PC software including Fox Pro, Access, Word, Excel, Outlook, Exchange and Adobe;
- Read, interpret and apply technical publications, manuals, and other documents in performance of assigned tasks;
- Plan and organize work;
- Schedule work to meet deadlines;
- Communicate both orally and in writing and at the level appropriate for the audience;
- Establish and maintain working relationships with employees, consultants and vendors.

PHYSICAL AND SENSORY REQUIREMENTS
- Sufficient eyesight to read fine plans and standard text and data;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use electrical test equipment;
- Ability to lift and carry up to forty pounds (40) of equipment and materials on an occasional basis;
- Ability to reach, bend, or crouch to inspect equipment;
- Ability to occasionally walk on uneven and slippery surfaces;
- Exposure to outdoors and high noise levels as created by large pumps;
- Ability to travel to different sites and locations.

TRAINING AND EXPERIENCE GUIDELINES
Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a Bachelor's degree in business or public administration, computer science or related field with significant coursework in computers/systems and programming.

EXPERIENCE: Two (2) years of network support experience and/or systems and programming experience in a related applications area.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS
A valid California class C driver's license must be maintained at all times.