

NETWORK SPECIALIST II

CLASS SUMMARY

Under general supervision – primary responsibility for system administration in a medium to large networking environment; anticipates future technology needs, identifies areas for improved efficiency, and develops solutions often requiring database programming; coordinates new installations and modifications to existing communication systems; monitors the usage of communication resources compared to District all locations; coordinates all communication resources with appropriate Information Technologies services staff; performs related duties as required.

REPRESENTATIVE DUTIES

Performs administrative activities developing systems to improve efficiency, collaborating on network infrastructure issues, and provides technical support; identifies and resolves network, hardware and software problems across the network; maintains active directory and creates accounts; recommends changes in network structure or technologies to improve performance; sets up and reconfigures new servers; develops web based custom applications using modern programming languages; plans and coordinates installation of District communications hardware and software systems; monitors, analyses and maintains the operation and modifications to the District communication network; monitors the usage of communication resources with District allocations; monitors for unauthorized security access on the communication network; answer questions from District staff concerning the status of their requests; coordinates schedules to meet customer requirements and time lines with appropriate Information Technologies Services staff and vendors; establishes forecasting models on the communication needs of the District; prepares clear and concise reports; analyze various reports and prepares statistical reports; maintains liaison with communication vendors; works independently.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager of the Information Technology Services department. This position works with college administrative personnel, faculty, and other Information technologies service staff relating to their communication resources. This position will interface with communication vendors.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Bachelor's degree in Information Technology, Computer Science or related field and two years experience in a communications environment. Experience may be substituted for the education on a year-for-year basis.

NETWORK SPECIALIST II cont'd

Knowledge and Abilities

Knowledge of: communication terminology including both data and voice networks; Local Area Networks (LAN's); Wide Area Networks (WAN's); operations on file servers, Microcomputers, bridge and gateway communications hardware and software; computer information processing systems; principles of planning, scheduling, and control of communication networks; network theory and principles of operation.

Ability to: stay apprised of current software in communication systems; diagnose problems and direct corrective action; establish and maintain effective relationship with vendors and customer base; interpret software and hardware documentation and technical manuals; prepare clear and concise reports.

Physical Requirements: ability to lift 50 pounds.