Systems and Network Specialist   Non-Exempt

Job Summary:
Under supervision of the Director of Technology, the Systems and Network Specialist will install, configure, maintain, and administer systems and networks; plan, research, analyze, test, evaluate and recommend hardware and software that provide service and support for the data network and telecommunication systems. Design, implement, and maintain the District local area network (LAN) and the wide area network (WAN) operations; provide technical assistance to users in regard to the use of systems and network applications; perform other duties as assigned. May be required to perform some end user equipment service.

Qualification:
Required:
- Completion of two year (60 semester units) of accredited college coursework with a major in data processing, computer science, computer information systems, telecommunications, business administration, electrical engineering, or a related field. (Note-Additional relevant full-time experience may be substituted for the required college education on a year-for-year basis)
- Equivalent to four or more years of any combination of experience and education, which could likely provide the required knowledge and abilities
- Valid California Driver License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire to maintain insurability)

Desired:
- Increasingly responsible, directly related experience in the design, development and implementation of a network and/or network application system that utilize advanced data communications technology.

Knowledge and Ability:
1. Knowledge local and wide area networks, data communications, Internet, gateways, routers, fiber optics cabling, servers, and desktops connectivity;
2. Knowledge of principles, practices and techniques of information systems including student information system, business system, personnel system and other support applications;
3. Knowledge of principles, practices and methods of systems and network administration and maintenance, including configuration, performance tuning and diagnostic tools;
4. Knowledge of methods and techniques of system analysis and design;
5. Knowledge of network architectures and theory and principles of network design and integration, including topologies and protocols;
6. Knowledge of techniques of project management including work planning, scheduling, measurement and reporting;
7. Knowledge of Windows and Apple server operating systems;
8. Knowledge of Cisco switches and routers; firewall; voice over IP (Cisco Call Manager, Unity); wireless access points and wireless controllers;
9. Knowledge of Microsoft Exchange; SQL Server; enterprise anti-virus; enterprise backup; Windows domain environments; file server; DNS and DHCP; Hardware installation
10. Ability to coordinate, research, evaluate and implement complex LAN/WAN design and development;
11. Ability to communicate effectively and tactfully in both oral and written form;
12. Ability to keep accurate records, prepare reports, make recommendations, and implement corrective actions;
13. Ability to conceptualize systems and network globally and be able to divide into local sub-components;
14. Ability to work independently under time constraints; meet critical deadlines;
15. Ability to provide complete and accurate instructions; Make sound, independent decisions within established guidelines;
16. Ability to establish/maintain effective working relationships with others;
17. Ability to define system security and control procedures
18. Ability to establish schedules and priorities for systems and network development and support;
19. Ability to develop systems testing and conversion plans;
20. Ability to perform work at any District location;

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21.   Ability to attend meetings, classes, conferences and in service training;
22.   Ability to train, assign, and review work of other employees, if requested; Evaluate user needs and system functionality;
23.   Ability to learn quickly and acquire skills in areas and technologies not previously assigned;
24.   Ability to keep technical skills current to meet continuing work responsibilities;
25.   Ability to work independently without supervision;
26.   Ability to analyze and develop logical solutions to complex issues and problems.

Essential Functions of this position, which include, but are not limited to, the following:
1.   Design, install, implement and maintain systems and network;
2.   Manage and troubleshoot crisis situations and resolve complex technical network, hardware or software problems;
3.   Evaluate and recommend telecommunications methods, network components, data communications protocols, network equipment range usage and other network application system particulars;
4.   Ensure data security protocols are maintained and backup/recovery processes are completed as scheduled;
5.   Administer district wide security processes and procedures; develop, recommend and implement security permissions, privileges, group policy, standards, and guidelines;
6.   Troubleshoot operational and systems issues ranging from difficult to highly complex including problems with multiple solutions and potential significant consequences;
7.   Install and test new software program, releases, bundles, fixes, updates, patches and upgrades;
8.   Install, maintain and ensure smooth running of Windows, Apple servers, domain controllers, mail server, anti-virus software, web & e-mail filtering, backup server, and other applications on the servers;
9.   Contribute to the reliable and secure operation of the student information system, business system, personnel system, SQL server database and related software components;
10.   Provide ongoing systems and network support to staff and end-users; Maintain systems and network inventory;
11.   Read, interpret and apply technical information technology manuals and related documents; Develop, update, and maintain manuals and documentation;
12.   Prioritize requests, organize schedule, develop work plans and timelines and coordinate a variety of activities and projects;
13.   Ensure that software licensing laws are adhered to;
14.   Analyze system and network resources and server capacity and forecasts growth requirements;
15.   Communicate clearly and effectively to diverse audiences of technical and non-technical personnel, both orally and in writing;
16.   Exercise sound expert independent judgment within general policy guidelines;
17.   Establish and maintain highly effective working relationships with District staff, vendors, and others encountered in the course of work;
18.   Performs other duties as assigned that support the overall objective of the position/site/district.

Physical Requirements for this position, which include, but are not limited to, the following:
1.   Ability to use a computer, telephone, both hands simultaneously, use fingers-repetitive, rapid mental/muscular coordination,
2.   Ability to speak clearly, hear normal voice conversation, see small details, maintain balance
3.   Ability to reach overhead,
4.   Ability to have clear color vision/distinguish wire colors,
5.   Ability to drive a vehicle,
6.   Ability to stand, walk, sit, carry, stoop/bend, repetitive twisting or pressure involving wrists or hands,
7.   Ability to lift and carry up to 50 lbs.

Working Conditions:
1.   Work directly with district staff, students and public,
2.   Work primarily indoors, sometimes outside
3.   Workload is high volume and tight deadlines, continuously changing priorities, continuous interruptions,
4.   Work conditions will, at times, have temperature changes, work in confined spaces, and work at different heights.

Days: 12-Month (260)
Hours: 8 hours/day
Salary: Range 35 Classified Salary Schedule
Full Benefits