

Pomona Unified School District

An Equal Opportunity Employer

Notice Of Recruitment for the Classification of Assistant Systems Administrator Recruitment #447

Hours: 12-month, Full-time position, Information Technology Services

Salary Range 50: \$4519.18 to \$5498.27 monthly

Minimum Qualifications: Two years of college level course work or completion of a job-training program in data communications. Three years of experience in computer systems with some experience in integrated computer networks or four years of computer repair experience at a responsible level. At least one year of this computer repair experience must be equivalent to the Computer Technician III level of responsibility and performance. Two years of Computer Service Technician III at the Pomona Unified School District is qualifying. Some evidence of training in network systems and design is required. Successful completion of a specialized job-training program in data communication may be substituted for up to two years of experience on a year for year basis. Any relevant college level course work can be utilized in place of all qualifying experience on a year for year basis. **Desirable Qualifications:** Training in network systems and design.

Function of the classification of Assistant Systems Administrator:

Under direction, receives training and performs a variety of technical duties related to the installation, operation, and maintenance of Pomona Unified School District/client data communications network systems; assists clients by answering questions about a wide variety of computer equipment and network operations; identifies, isolates, trouble-shoots, and resolves operational problems related to Pomona Unified School District/client data communications network systems; tests hardware and transmission media including computers, terminals, modems, cables, connectors, and phone lines; communicates with users regarding system failures and malfunctions; determines whether problems are due to hardware, software, transmission media, or operator error; operates a variety of diagnostic and test equipment as well as computers, terminals, and peripherals involved in data transmission; provides technical expertise to Network Information Center personnel, administrators and users concerning network system concepts, operations, and problems; communicates with vendors, suppliers, and repair technicians regarding equipment, circuit failures, parts, and network operations; researches and analyzes problems and equipment as assigned; evaluates and recommends viable system alternatives, products, and services to existing network configurations; installs and replaces equipment at various user locations; utilizes portable test equipment to identify and resolve problems on-site; maintains records related to inventory and trouble calls; confers with users regarding current and prospective needs for data communication requirements and services; assists other technical support staff and analysts to assure optimum system availability to users; performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Data communications networks and concepts; data communications practices and procedures; analog and digital test equipment; diagnostics and trouble-shooting procedures; network analysis techniques; facilities requirements, physical installation, and testing of data links and communications equipment.

Ability to: Perform technical duties related to the operation and maintenance of Pomona Unified School District/client data communications network; identify, isolate, and resolve technical network problems; utilize a variety of test and diagnostic equipment; communicate effectively with users, vendors, administrators, and support personnel; provide recommendations regarding the purchase and enhancement of network equipment; install, test, and replace data communications links and equipment, terminal, and ancillary support equipment; lift objects weighing up to 50 pounds; maintain records and documentation.

(Instructions on reverse side)

Application Procedures

A Pomona Unified School District application must be fully filled out and submitted to the Personnel Office, 800 S. Garey Avenue, Pomona California 91766. Call (909) 397-4800 extension 23451 for further information. **The deadline for this position is 4:30 p.m. on September 24, 2010.**

To be considered for a position within the classification **Assistant Systems Administrator** you must meet the following education and experience requirements:

Two years of college level course work or completion of a job-training program in data communications. Three years of experience in computer systems with some experience in integrated computer networks or four years of computer repair experience at a responsible level. At least one year of this computer repair experience must be equivalent to the Computer Technician III level of responsibility and performance. Two years of Computer Service Technician III at the Pomona Unified School District is qualifying. Some evidence of training in network systems and design is required. Successful completion of a specialized job-training program in data communication may be substituted for up to two years of experience on a year for year basis. Any relevant college level course work can be utilized in place of all qualifying experience on a year for year basis. **Desirable Qualifications:** Training in network systems and design.

Applicants who meet the minimum requirements as indicated above will be maintained in a pool with other applications for one year. During this time, your application will be reviewed as positions become available. Only those best qualified and suited for the positions will be interviewed.

Make sure that you can be reached at the address and phone number you have provided on your application. In case your address and phone number have changed please call (909) 397-4800, extension 23800. It is your responsibility to assure that accurate contact information is maintained. **When you cannot be reached on at least two occasions, or you fail to attend a scheduled interview appointment; your application will be removed from the pool and you will no longer be considered for vacant positions.** In this case, if you are still interested, you may submit an additional application.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice. Employment is contingent upon fingerprint clearance from the Department of Justice. Fingerprints will be taken at the time the position is accepted. **There is a fee of \$44.00 for fingerprinting. Payment is due at the time of service in the form of a money order, cashier's check, or cash - personal check is not accepted.** Current employees of the Pomona Unified School District have already received fingerprint clearance; it is not necessary to clear again for a new position.