

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR II

BASIC FUNCTION:

Under the direction of the Director of Technology Services or designee, this position provides field servicing of network data communications, telecommunications, and cabling systems. Install and provide operational support of simple and complex network communications and data cabling infrastructure.

ESSENTIAL FUNCTIONS:

Install network and related communications equipment; customize and test network communications and other related telecommunication systems. Test related data cabling infrastructure and make minor repairs as necessary.

Evaluate customer data cabling requests and projects, analyzing requirements and pertinent technical solutions; determining needed repairs or upgrades to network cabling systems.

Travel to District sites to troubleshoot network related hardware, software or cabling problems; perform minor repairs on network infrastructure and applications, as appropriate.

Serve as a technical resource to District personnel for network infrastructure, including data communications cabling projects. Provide operational and technical information, advice or referrals.

Prepare and maintain a variety of records and reports related to assigned activities; prepare documents related to network hardware, software and cabling.

Coordinate network system changes, ensuring uninterrupted computer services to District users.

Operate a variety of office equipment including a telephone, fax machine, copier, computer and assigned software; operate a vehicle to conduct work.

Maintain current knowledge of technological advances in the field.

Performs other duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer hardware system, peripheral equipment, software applications and languages utilized by the District. OSI Reference Model, BICSI Cabling Standards, Ethernet and Power over Ethernet (PoE), TCP/IP protocol and related IP Addressing Schemes. DNS, DHCP and IP Address Management techniques (DDI), SNMP, Routing Protocols such as OSPF and BGP. IEEE 802.1 and 802.11 protocols. Session Initiation Protocol (SIP) and its use in a Voice over IP (VoIP) system.

Materials, methods and tools used in the installation, operation and repair of networking equipment, data communications cabling systems, and applications.
Operation of Windows, OS X and other operating systems used by EGUSD. Experience with Wireshark, Netscout, or similar tools for network troubleshooting.
District organization, operations, policies and objectives.
Policies and objectives of assigned program and activities.
Record keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.

ABILITY TO:

Serve as a technical resource to District personnel.
Provide as needed reports to Technology Services Department.
Maintain network site documentation.
Maintain current knowledge of technological advances in the field.
Meet schedules and time lines.
Plan and organize work.
Prioritize and schedule work.
Maintain consistent, punctual and regular attendance.
Arm-lift 40 pounds and floor-lift 40 pounds.
Move hands and fingers to operate a keyboard.
Hear and speak to exchange information.
See to view computer monitor and read a variety of materials.
Sit for extended periods.
Bend at waist, kneel and crouch to perform repairs.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: Bachelor's Degree in computer science or a closely related field of study and one year of Network Support/Engineering experience supporting networking and telecommunications equipment and infrastructure.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Floor-lift 40 pounds and arm-lift 40 pounds.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

BOARD APPROVED: June 12, 2018