



1510 NETWORK SYSTEMS SPECIALIST

Classification Summary

Provides consultation, information analysis, product evaluation, and design specification for electronic networking hardware required by the District; coordinates system analysis, planning, installation, and preventative maintenance for all chip-based networking technologies needed by the District (both administrative and instructional). Performs other related work as required.

Supervisory Relationships

Reports to Technology Services Manager in CIS. Coordinates the work of Electronic Technicians.

Examples of Duties

1. Develops and implements maintenance plan for District electronic hardware components, presently amounting to over 16,000 items with an aggregate value exceeding \$8.5 million. Assists Tech. Services Mgr. in managing computer and networking hardware budgets; and manages electronic parts inventory.
2. Develops system design plans, cost analysis, and alternatives for new and retrofit equipment installations, such as local and wide area networks, and micro, mini, and mainframe CPU's; works with vendors and schools to ensure that components specified are appropriate to the task, compatible, and reasonably priced.
3. Provides consultation to district staff, patrons, and intergovernmental network in selecting and purchasing electronic equipment, including research, and evaluation of equipment for district staff.
4. Creates and implements diagnostic procedures based on skilled operation of sophisticated electronic service equipment.
5. Develops and maintains a parts and equipment inventory system, including ordering, receiving and distribution of components. Manages a database to monitor status and progress of service on all electronic and audio-visual equipment.
6. Develops bid/quote specifications for new electronic and audio-visual equipment, for parts inventory, and for specialized diagnostic equipment required for maintenance.
7. Manages preventative service and problem resolution for computer network and electronic equipment, including multiplexers, modems, terminals, microcomputers, monitors, printers, modems, scanners, and local area networks.
8. Maintains close vendor relationships to provide a wide range of purchasing options for equipment and parts. Establishes and maintains standards for District electronic purchases by evaluating alternative product offerings. Coordinates with outside contractors when involved in computer hardware network installation, maintenance or trouble-shooting.
9. Maintains regular and prompt attendance.
10. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Specialized computer network and administration knowledge of a highly technical nature.
2. High degree of adaptability independent judgment initiative, and integrity.
3. High commitment to service which translates to: quick response to service requests; being on call twenty-four hours per day; and providing walk-in service to staff.
4. Knowledge of electronic systems; including data communications, industrial control, video, cable systems, telecommunications, and data processing systems. In addition to proficiency, it is necessary to continually update skills and knowledge.

5. Interpersonal skill in working with diverse non-technical district staff of technology to develop user requirements to select appropriate equipment and to assist in training users in the operation and maintenance of equipment.
6. Ability to plan and direct the work of outside contractors and the Electronics Technicians.
7. Ability to consult with users in order to evaluate and recommend alternate solution to problems in hardware systems selection and design.
8. Ability to communicate effectively orally and in writing; ability to establish and maintain harmonious relationships with district staff and vendors.
9. Knowledge of public agency purchasing policies and procedures.

Minimum Qualifications For Class Entry

Bachelor's degree in electronic technology, electrical engineering, computer science/engineering or related field; and three years experience in electronic network planning and management; including experience in procurement of electronic parts and equipment. Any satisfactory combination of experience and training may be substituted.