

SENIOR NETWORK SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical support work responsible for installation and maintenance of microcomputer networks and operating systems, specifically local area networks (LAN), in a school district. Duties include user support across the district. Work is performed under general supervision, with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. May provide supervision to lower level technical and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cables, configures and installs local area network hardware and software including; microcomputer workstations, network interface adopters (device that allows compatibility between different equipment), mainframe communication adapters, modems, microcomputer file servers, network operating systems, menuing systems;

Troubleshoots hardware and software conflicts and problems;

Provides requested or required upgrades and patches;

Provides requested or required configuration changes to local area networks;

Researches and evaluates new LAN technologies and attends training sessions as scheduled;

Trains microcomputer users in the use of hardware/software, appraises training staff for further training needs in district;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, and procedures involved with local area networks (LANs); good knowledge of the various applications and other software required to maintain LAN operating systems; good knowledge of DOS; good knowledge of LAN systems configuration; basic knowledge of wiring for the purposes of connecting personal computers to the network, ability to analyze and resolve LAN systems software problems, ability to install, monitor and maintain LAN systems software products; ability to identify and resolve user problems over the phone when possible; ability to maintain effective working relationships with school district personnel; ability to communicate effectively both orally and in

writing; willingness to travel to different work sites; initiative; patience; tact; sound judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree or higher in Computer Science or related field; and one (1) year of experience installing and maintaining microcomputers including hardware/software and local area networks; or
- b) Graduation from high school or possession of a comparable diploma and three (3) years of experience installing and maintaining microcomputers including hardware/software and local area networks; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.