

## ASSOCIATE NETWORK SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a moderately difficult technical position responsible for installation and maintenance of local area networks (LANs) and operating systems in a school district. Considerable contact and interaction with school administrators and other school personnel is involved. Work is performed under minimal supervision, requiring the exercise of independent judgment in carrying out details of the work. Training and supervision of subordinate technical staff is a function of this position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees or performs technical troubleshooting during the installation of local area networks (LANs) and all related hardware and software including but not limited to computer workstations, network interface adapters, mainframe communication adapters, modems, computer file servers, network operating systems, menuing systems, Computer-Managed Instruction (CMI) systems, school information database systems, etc.;

Installs and supports installation of local area network operating system software;

Trains and supervises subordinate technical staff relative to installation, support, troubleshooting and repair of local area networks (LANs) and all related hardware and software;

Interfaces with district personnel to facilitate services being provided to their district in the network environment;

Oversees or performs troubleshooting of hardware and software conflicts and problems;

Analyzes district problem areas and makes suggestions for improvements, upgrades and enhancements;

Evaluates district requested configuration or application changes and works with district personnel to determine feasibility and/or suitability;

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

Trains subordinate technical staff in the use of network hardware/software as required;

May provide for support for third party software vendors and ILS (Integrated Learning System) providers;

May assist with configuration, installation, and maintenance of wide area networks (WANS) as needed;

Performs a variety of related duties 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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and procedures involved with local area networks (LANs); thorough knowledge of the various applications and other software required to

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maintain the LAN operating systems; thorough knowledge of DOS; sound knowledge of network wiring/cabling for the purpose of connecting personal computers to the network; thorough knowledge of LAN systems configuration; working knowledge of web utilities, HTML, and web design software; good technical aptitude and ability stay current with changes in technology; ability to plan and direct the work of others; ability to express ideas clearly and effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships; initiative; tact; sound judgment.

MINIMUM QUALIFICATIONS: Either

- a) Associates Degree in Computer Science or a closely related field and two (2) years experience in the computer technology field which must have involved installing and maintaining local area networks, system or program design, help desk activities, hardware/software troubleshooting, support, repair, or related computer technology activities; or
- b) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in the computer technology field which must have involved installing and maintaining local area networks, system or program design, help desk activities, hardware/software troubleshooting, support, repair, or related computer technology activities; or
- c) An equivalent combination of education and experience as described 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.

SUBSTITUTION NOTE: Current/active certification as a Certified Network Engineer, i.e., CNE from Novell, or a Microsoft Certified Engineer (MCE) from Microsoft, may be substituted for six (6) months of the required experience.

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.