

EUREKA COUNTY SCHOOL DISTRICT

Network Systems Assistant

Job Class: Technology

Classification: Department Head Assistant

FLSA: Exempt

Terms of Employment: 240 days per year

Position Summary: This position assists Technology Director/Systems Engineer and/or designee with the maintenance of computer hardware and software that comprises a computer network. This normally includes the implementation, configuration, maintenance, and monitoring of active network equipment. The Network Systems Assistant will assist the Technology Director/Systems Engineer with the overall health of the network, server deployment, security, ensuring network connectivity throughout the District's LAN/WAN infrastructure, and all other technical considerations at the network level for the School District. This position reports to the Technology Director/Systems Engineer or designee.

Essential Functions and Responsibilities:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manage Servers, including e-mail, DNS, DHCP, Active Directory, print, and backup servers and their associated operating systems and software.
2. Manage security solutions, including firewall, anti-virus, intrusion detection systems, content filtering, and anti-spam systems.
3. Manage all network hardware and equipment, including routers, switches, hubs, wireless WAN/LAN, and UPSs.
4. Oversee installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software and peripheral devices.
5. Ensure network connectivity of all workstations including network wiring.
6. Administer all equipment, hardware and software upgrades as needed.
7. Implement and support mobile devices by utilizing mobile management device management throughout an educational school environment.
8. Perform network design and capacity planning.
9. Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts.
10. Implement and support Microsoft cloud-based products utilizing Office 365 and Azure in a hybrid educational computer environment.
11. Interact with vendors, outsourcers, and contractors that provide network products and services.
12. Support and maintain LAN/WAN phone systems, wireless connectivity infrastructure, compressed video and security camera equipment.
13. Develop, implement, and maintain policies procedures and associated training plans for network resource administration, appropriate use, and disaster recovery.
14. Perform network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
15. Help establish service level agreements with end users.

16. Administer and maintain end user accounts, permissions, and access rights through Microsoft Active Directory and group policies.
17. Perform server and security audits.
18. Perform system backups and recovery.
19. Monitor and test network performance and provide network performance statistics and reports.
20. Recommend, schedule, and perform network improvements, upgrades, and repairs.
21. Performs and participates in other related duties as assigned by the Technology Director or their designee.

Position Expectations:

1. Use good judgement in applying established guidelines to solve work problems.
2. Work independently and without close supervision but as directed.
3. Establish and maintain effective relationships and work with other employees as part of a team.
4. Communicate proficiently to train individuals and groups on educational software products.
5. Follow complex oral and written instructions, including technical manuals.
6. Adapt to changing situations and environments.
7. Adjustable work schedule/weekends.

Position Requirements: Education and Training

1. High School Diploma or equivalent.
2. Bachelor's Degree in computer science or 2 or more years of relevant experience or an equivalent combination of technical training and experience preferred.
3. Knowledge of on-premises and cloud-based Windows Operating Systems/hardware, TCP/IP protocols, and MS Office products.

Candidates must meet the minimum qualifications as listed on the position vacancy announcement.

PHYSICAL/MENTAL DEMANDS: The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, interactive whiteboards, iPads/Tablets, etc.) to enhance student learning, involves hearing and speech to

communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate-controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Signature

Date signed