FALLBROOK UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION: Network Analyst

DEFINITION: Under the direction of the Director of Technology, recommend, design, install, maintain and administer local area network (LAN) and wide area network (WAN) computer systems and peripherals; provide technical assistance to District department and school personnel in the operation of business and instructional software, computer hardware and peripherals; analyze, troubleshoot, and correct complex network protocol and data communications issues; recommend long-range plans to the Director of Technology for District automation.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Perform hardware and software design, installation and configuration of LAN, WAN, and computer workstations, including networking devices such as file servers, terminal servers, switches, routers, bridges, network interface cards (NIC's), system backups, CDROM tower devices, printers and other related peripherals.
- Perform network administration and maintenance tasks; install, modify and integrate a variety of network and local Windows-based applications; configure workstations for network access; create users, groups, and establish access levels and network security; create system/user logon scripts; configure network printing, system upgrades and data migration tasks when appropriate.
- Analyze, isolate and correct complex hardware, software and network malfunctions including software application errors, network operating system (NOS) errors, network hardware and software errors, datacommunications errors, network address conflicts, bugs and other malfunctions.
- Provide end user support for business and instructional hardware and software for computers; perform installations for end users as needed.
- Install, correct and maintain District-wide and student email systems to assure reliable email communications between schools; configure, maintain and verify network backup system.
- Meet with District and school personnel to analyze and determine hardware and software needs; research, recommend and provide equipment specifications and appropriate software for purchase; participate in the planning and design process for all cabling/network projects.
- Interact with vendors for the recommendation, purchase, maintenance and repair of equipment.
- Assist in troubleshooting, maintenance, configuration and administration of vendor-supported systems.
- Assist the Director of Technology in the management of technical support and maintenance contracts, and vendor open purchase orders.

QUALIFICATIONS:

Knowledge Of: LAN and WAN network software and hardware configurations and enhancements; components and capabilities of computers, instructional computers systems, and distributed computer systems; specific programming languages determined by current applications; datacommunications and network protocols; appropriate diagnostic tools and program documentation; technical aspects of field of specialty; oral and written communication skills; applicable sections of the State Education Code and other applicable laws; interpersonal skills using tact, patience, and courtesy.

Ability To: Recommend, design, install, maintain and administer LAN and WAN computer systems and related peripherals; install and configure a variety of computer and

datacommunications equipment; provide technical assistance to District department and school personnel in the operation of business and instructional software, computer hardware and peripherals; analyze, troubleshoot and correct complex network protocol and datacommunications issues; develop new applications and programs; establish and maintain cooperative and effective working relationships with others; plan and organize work; work independently with little direction; meet schedules and timelines; communicate clearly and effectively both orally and in writing; establish and maintain records and prepare reports.

Education and Experience: Any combination equivalent to: two (2) years course work in computer science, information systems or business including course work in programming, network administration, and datacommunications and two (2) years increasingly responsible experience in the design and sharing of internetworked hardware and software resources utilized within the District.

Licenses and Other Requirements: Valid California driver's license.

WORKING CONDITIONS:

Environment: Indoor and outdoor environment; computer room environment, computer labs, classrooms and offices; subject to cool temperatures; driving a vehicle to conduct work.

Physical Abilities: Hearing and speaking to exchange information in person or on the telephone; seeing to view a computer monitor and differentiate electrical color-coded low voltage cabling; dexterity of hands and fingers to operate a computer keyboard; lifting, carrying, pushing or pulling moderately heavy computer equipment; bending at the waist, kneeling or crouching.

SALARY RANGE: 31
SUPERVISOR: Director of Technology
WORK YEAR: 12 Months

Adopted 4/2/01