

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: NETWORK ANALYST**

**SALARY: RANGE 41 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, recommend, design, install, maintain, and administer local and wide area network (LAN, WAN) computer systems and peripherals; develop and deliver training programs; provide technical assistance to department and site personnel in the operation of business and instructional software, computer hardware and peripherals; analyze, troubleshoot and correct complex network protocol and data communications issues.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform hardware and software design, installation and configuration of LANs and WANs and microcomputer workstations, including networking devices such as file servers, hubs, routers, printers and other related peripherals.

Perform network administration duties including creating network and user group accounts and access levels.

Install, configure and administer enterprise-wide wide area network; install, modify and integrate a variety of network applications; configure workstations for network access; create users, groups, and establish access levels and network security; create system/user log-in scripts; configure network printing, system policies and data migration and transfers.

Analyze, isolate and correct complex hardware, software and network malfunctions including software application errors, hardware/software errors, communications errors, network address conflicts and other malfunctions.

Provide end user support for business and instructional hardware and software; develop and deliver training programs; perform installations for users as needed; provide technical direction to others.

Perform web administration duties including creating and updating web pages, maintaining web sites and assuring proper connections for schools and parents.

Install, configure and troubleshoot network backup systems and data communications equipment, modems and related software; install, configure and troubleshoot routers, workstations and related peripherals.

Monitor, correct and maintain email system to ensure reliable communications; configure, maintain and verify network backup system.

Meet with 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 large cabling and network projects.

Interact with vendors for the recommendation, purchase, maintenance and repair of equipment.

**December 2017**

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- ▶ LAN and WAN network software and hardware configurations and enhancements.
- ▶ TCP/IP addressing routing, configuration and troubleshooting methods.
- ▶ Microsoft and other assigned servers.
- ▶ Data processing systems and procedures.
- ▶ Data communications and network protocols.
- ▶ Appropriate diagnostic tools and program documentation.
- ▶ Technical aspects of field of specialty.
- ▶ Applicable sections of the State Education Code and other applicable laws.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary

#### **ABILITY TO:**

- ▶ Recommend, design, install, maintain and administer LAN and WAN computer systems and peripherals.
- ▶ Install and configure a variety of computer and high-speed data communications equipment.
- ▶ Develop and deliver training programs.
- ▶ Provide technical assistance to department and site personnel in the operation of business and instructional software, computer hardware and peripherals.
- ▶ Analyze, troubleshoot and correct complex network protocol and data communications issues.
- ▶ Implement new applications and programs.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Complete work with many interruptions.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.
- ▶ Work effectively with limited supervision.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college-level course work in computer science, information systems or business including course work in programming, network administration and data communications and three years of increasingly responsible experience in the design and sharing of networked hardware and software resources in a large, wide area network environment.

**OTHER REQUIREMENTS:**

- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Indoor environment.
- ▶ Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.
- ▶ Lifting, carrying, pushing or pulling moderately heavy computer equipment.

**POTENTIAL HAZARDS:**

- ▶ Driving a vehicle in adverse weather conditions.