POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Network Specialist	Department: Technology
Immediate Supervisor's Position Title: Director of Technology	**FLSA Status:** Non-Exempt

Job Summary:

Under the direction of the Director of Technology, the Network Specialist is responsible for designing, administering, monitoring and implementing district networking services. Duties of the job involve planning and overseeing the networking infrastructure; establishing procedures and methods to handle internet security, content filtering, data backups, disaster recovery, and district email; providing general technical support and assistance to district employees.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all networking related hardware and software.

  a) Designs, installs and maintains networking within the district.
  b) Plans for, evaluates and makes recommendations to the Director of Technology concerning infrastructure needs and requirements.
  c) Monitors network performance and makes recommendations concerning changes in policies and procedures.
  d) Troubleshoots district-wide and networking connectivity problems and issues.
  e) Performs network preventive maintenance activities on all network serves, switches, routers, and firewalls.
  f) Monitors and maintains network security systems.

- Provides guidance and assistance to technology staff.

  a) Assists the Director of Technology in assigning work priorities and providing work direction to technology staff.
  b) Collaborates with the Director of Technology, district administrators and staff on determining people, processes and tools needed to successfully implement technology projects at building-level.
  c) Assists technology staff in the troubleshooting of daily issues and concerns of district users.
  d) Provides, arranges and supports technology staff training and development.

- Administers, maintains and monitors district email systems and servers including email spam blocking, internet filtering systems. Monitors all incoming/outgoing internet traffic.

- Troubleshoots and maintains all windows and MAC servers.

  a) Installs all software, applications, system enhancements and system patches and upgrades.
  b) Maintains and documents all application software licenses.
  c) Runs and maintains diagnostic software

- Oversees all daily backups and provides for offsite storage of all server backup tapes.

- Assists technology staff in responding to technical support issues. Troubleshoots and addresses problems with desktops and other general technical problems or issues within the district, when needed.

- Performs other duties as assigned.

  a) Provides professional expertise and assistance to individuals, other district staff concerning technology.
  b) Attends training sessions, conferences, seminars, district meetings, as required.
  c) Keeps abreast of changing developments, trends, and informational/networking technologies and issues.

- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:		
REQUIRED EDUCATION/TRAINING (choose one)		**DEGREE INFORMATION:** **Type of degree: (B.S., M.A., etc.)** Associate's Degree
	less than high school diploma	
	High school diploma or GED.	**Major field of study or degree emphasis:** Computer Science, Networking/Information Technology, or related areas
1 year college	**x** **2 years college**	
3 years college	**4 years college**	
	1st year graduate level	**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** • Knowledge of network operating systems (e.g. Windows and MAC) and network management tools and equipment (routers, servers, diagnostic software, switches, firewalls, cabling, TCP/IP, and various computer operating systems). • Microsoft Exchange, Outlook, Entourage and Barracuda Spam Firewall. • Data network wiring standards, token ring, ethernet, and networking components. • Internet firewall functions, internet traffic monitoring and filtering policies and procedures. • Methods and practices of repairing and upgrading network systems. • Fundamentals, principles and procedures for internet security and data recovery.
	2nd year graduate level	
	Doctorate level	
Required Work Experience in Addition to Formal Education/Training: Minimum of three (3) years networking or information technology experience.		
LICENSE/ CERTIFICATION	**Identify licenses/certification required upon hiring:**	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** ● Installing, configuring, and troubleshooting networking applications software and operations. ● Leading and guiding the activities of technology staff. ● Coordinating and implementing network projects. ● Troubleshooting and problem solving computer and networking components or technical issues faced by building personnel and staff. ● Prioritizing and organizing a variety of responsibilities and projects. ● Resolving hardware and software problems in a multi-location, multi-server and multiple platform environments. ● Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, vendors, and the public. ● Maintaining a safe working environment. ● Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised	# of Employees
TOTAL	

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Technology Assistants	Total:

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	**Unusual or hazardous working conditions related to performance of duties:** Work responsibilities are performed in a typical school setting. There are minimal hazards and risks associated with the performance of this classification.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33%** **Occasionally**	**34-66%** **Frequently**	**66-100%** **Continuously**
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl			x	
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): **up to 10 pounds**			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.