

## WIDE AREA NETWORK SPECIALIST III

### **DEFINITION**

Under the direction of the Chief Technology Officer, design and deploy Enterprise wide area network and local area network infrastructure using a wide variety of networking technologies, implement wide area network and local area network connectivity using routers and switches. Design and implement security and disaster recovery solutions for critical district networks WAN and LAN; provides support to district email system and district antivirus system; develop desktop deployment standards and desktop software management; develop standards and training procedures for remote site file server backups; design and customize server based solutions utilizing directory services; test and recommend network monitoring hardware and software; act as project manager in the implementation of enterprise level services; administer file servers and applications; develop strategies to replay, implement and manage servers, email system, backup software, and Uninterrupted Power Supply software; develop strategies for deploying, implementing, and administering email client and web based email access; develop policies, profiles, and access security for desktop computer access; develop staff training programs; administer school site servers. Supervise system's data base administration, including backup and restore procedures; develop, implement, and monitor the system's security and applications' security to ensure data integrity in operations; develop and maintain project logs and record problem logs.

### **ESSENTIAL DUTIES**

- Prepares Network security policies for Wide Area Networks and Local Area Networks.
- Implements and configures network equipment to work in a wide area network environment using the District's standard.
- Monitors all networks for Virus and plans course of action to eliminate viruses. Establishes Internet filtering policies and insures that the filtering system and software is updated on a scheduled basis.
- Reviews network operational processes, and prepare user instructions concerning log-on procedures, and methods and techniques of wide area network operations.
- Tests hardware and transmission media, including microcomputer, switches, network adapters, cables and connectors, using a variety of diagnostic and test equipment.
- Prepares documentation concerning network changes, maintains a detailed record of all devices that access the district's network.
- Plans, organizes, develops, and implements the network operating systems, network wiring and print procedures.
- Monitors, audits, and evaluates the data communication network interfacing with servers, all backup systems.
- Reviews, analyzes, and diagnoses problem areas pertaining to data communication and network procedures, servers and offers alternative problem solutions.
- Plans, organizes, develops, and implements software application standards concerning E-mail, fax, file servers, routers, switches, security software, and antivirus, Desktop computer systems deployment, filtering software, Proxy software and Internet access to ensure compliance with District policy, and state and federal standards and regulations.
- Provides technical expertise concerning a variety of operating system platforms.
- Establishes and maintains a variety of files, logs and records pertaining to all Local Area Networks and Wide Area Network System, file servers, proxy servers, site Web servers.
- Confers with users regarding current and prospective needs for network requirements and services.
- Reviews, evaluates, recommends, and implements system security configurations, server backup policies. Develops procedures and perform audits of all server backup procedures, documentation.
- Assists in the preparation of technical specifications for use in the bidding and request for quotation process

## **QUALIFICATIONS**

**Knowledge of:** Methods, procedures, and techniques pertaining to a micro-computer, local and wide area network, hardware, and software application systems; Information Technology industry trends, practices, procedures and best practices; routers, switches, wireless devices, network management software, Microsoft Windows servers; Micro-computer operating systems, Windows Client OS and Macintosh; Microsoft Office Suite; English usage, spelling, grammar, punctuation and arithmetical processes.

**Ability to:** Effectively and efficiently participate in the operation of the District Information Technology operation; test, analyze, and interpret micro-computer hardware and software problems, and determine solutions; demonstrate the connectivity of computer peripherals, printers, scanners, digital cameras; computer software; operation of the following software: Microsoft Client OS, word processing, spreadsheets, presentation, and web browser; must be proficient in the use of the Internet; must be able to work in a classroom environment and keep on task; install, troubleshoot, and configure; switches, routers, wireless devices, DNS servers, Windows Servers, Domain Controllers; ability to install application systems and provide administration of the system(s); work with little supervision; motivate, gain the cooperation of, and work patiently with site staff; learn and utilize site computers, District standards on software and hardware; examine and diagnose equipment and software problems; communicate effectively with others; demonstrate to others how to use computer hardware and software; maintain accurate records; maintain cooperative and effective working relationships with children and adults; and perform other duties as assigned.

## **PHYSICAL DEMANDS**

The physical activities listed below are examples of the physical requirements aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 70 pounds of force to lift, carry, push, pull or otherwise move objects
- Will involve sitting for extended period of time, but will involve walking or standing for brief periods
- Must be capable of perceiving the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information
- Must possess the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects

Reasonable accommodations may be made to enable person with a disability to perform the essential functions of the position.

## **EXPERIENCE AND EDUCATION**

**Experience:** Five years of paid networking experience and computer hardware and software respectively. Five years of paid experience in the installation, configuration, and administration of Microsoft Servers; five years of paid experience installing, configuring and/or administrating core and edge switches, firewalls, content filters, and proxy servers.

**Education:** Bachelor's degree in Computer Information Systems or a related field. 60 semester hours of college coursework and 2 years' experience in the implementation, operations, and maintenance of Information Technology Systems can be substituted for the Bachelor's degree.

**Licenses or Certificates:** Possession of a valid California Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.

**June 2018**