



JOB TITLE	DEPARTMENT	REPORTS TO
Network Systems Analyst I	ITS	Network Manager/Chief Operation Officer

Position No: 82035	Length of Work Year: 12 Months
Salary Schedule: P32	Date Approved: 10/26/93
FSLA: Exempt	Date Revised: 10/14/03; 7/17/24

JOB GOAL
To perform highly complex technical and analytical work in the design, installation, support and maintenance of hardware at schools and district office locations, local area network (LAN) and wide area network (WAN) infrastructure, equipment and systems.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School diploma or equivalent; higher education in Computer Science and/or technical certification in Microsoft, Cisco or Dell network systems preferred. 2. Minimum of five years progressively responsible experience in the management and maintenance of LAN/WAN, microcomputer systems, and/or operating systems. 3. Knowledge of installing, updating and maintaining Microsoft network operating systems and servers. Knowledge of Ethernet cabling, TCP/IP NetBios and DOS. 4. Knowledge of PC hardware configuration/conflict resolution. 5. Ability to interact with user community. 6. Knowledge of data communications standards and protocols. 7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To support and maintain local area networks. 2. To perform network troubleshooting to isolate and diagnose network malfunctions. 3. To configure and maintain file and application servers. 4. To administer and update Active Directory including Azure ADFS. 5. To configure routers, core switches, frame relay equipment. 6. To configure Microsoft 365 applications. 7. To upgrade network hardware and software systems as necessary. 8. To configure networks for the proper and effective use of printers, security structures and network applications software. 9. To configure MS Proxy server and manage IP address space for each site. 10. To configure DHCP server and manage IP address space for each site. 11. To manage automatic file transfers and replications across the WAN. 12. To configure backup software to cloud storage. 13. To serve as the primary informational resource to educational administrators within an assigned geographical zone in the use of technology. 14. To configure and maintain Microsoft Intune and SCCM for management of district computers. 15. To serve as technical mentor and advisor to subordinate technical personnel. 16. To perform assigned tasks in a timely, efficient manner with a high standard of quality. 17. To perform other duties as assigned by the project supervisor and/or the director.

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.