



JOB TITLE	DEPARTMENT	REPORTS TO
Zone Network Technician	ITS	Network Manager/Chief Operations Officer (ITS)

Position No: 62083	Length of Work Year: 12 Months
Salary Schedule: P17	Date Approved: 6/25/96
FSLA: Exempt	Date Revised: 12/15/18

JOB GOAL
To perform technical and analytical of local area network (LAN) infrastructure, computer hardware and software in schools and district departments.

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, 3Com, Cisco or Hewlett Packard network systems preferred. 2. Minimum of two years experience in the management and maintenance of LAN/WAN, microcomputer systems, and/or operating system or verified technical certification as a Microsoft Certified Professional or higher. 3. Knowledge of using and maintaining Microsoft network operating systems. 4. Knowledge of TCP/IP, NetBios and DOS. 5. Ability to perform the functions of the job.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To install, maintain and troubleshoot technological hardware at district schools and offices. 2. To provide assistance to schools with teacher training in the use of available hardware and software. 3. To perform basic network troubleshooting to isolate and diagnose common network malfunctions. 4. To assist in installing and upgrading network hardware and software systems as necessary. 5. To configure networks for the proper and effective use of printers, scanners and peripherals. 6. To assist, under supervision of Zone Network Systems Analysts, in the configuration, assignments of rights, security and directory structures on file servers. 7. To perform installation, initial configuration and upgrades of school-level network application software. 8. To serve as technical mentor and advisor to school-level technical personnel. 9. To provide assistance to school personnel in obtaining access to required network resources. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other activities as assigned by Supervisor.

PHYSICAL DEMAND CLASS:
Physical Demand Class: Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.