

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

NETWORK ANALYST

QUALIFICATIONS:

- (1) Bachelor's Degree in Computer Science from an accredited institution; or formal technical training.
- (2) Minimum of three years documented experience in design, implementation, and maintenance of local and wide area data communication networks and Microsoft server infrastructure.

KNOWLEDGE, SKILLS AND ABILITIES:

Displays a thorough knowledge of the operation and capabilities of current network and server hardware, software, and protocols, including security. Understands the principles of network and server operation, maintenance, monitoring, and control. Demonstrates skill in analyzing and solving network and server problems, network planning and design, and in assisting users with technical malfunctions. Demonstrates the ability to instruct in a formal and informal environment and to communicate effectively verbally and in writing.

REPORTS TO:

Director of M.I.S. and Secondary Programs

JOB GOAL

To be responsible for the installation and maintenance of the district's network and server infrastructure and all services associated with this network.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Participates in network and server planning, design, and development projects.
- (2) Obtain current pricing and availability from vendors of network and computer equipment..
- (3) Implements new or upgraded LAN/WAN and Server infrastructure.
- (4) Tests and optimizes network and server components and services.
- (5) Maintains network and server infrastructure, hardware, software, services, and configuration.
- (6) Maintains project documentation regarding network hardware and software installation and maintenance.
- (7) Implement and maintain security systems for all district servers and computers including anti-virus and firewall services.
- (8) Maintains district E-mail and E-mail archiving systems.
- (9) Maintains web filtering systems to ensure compliance with Children's internet Protection
- (10) Evaluates new hardware and software for completeness and compatibility with existing systems and recommends systems for purchase.

- (11) Analyzes and/or troubleshoots complex network and server hardware and software malfunctions.
- (12) Trains and guides technical staff in complex network and server projects and procedures.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.
- (14) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 14-18

12 months

7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.