



Columbia County School District Job Description

Position Title: Network Analyst		
Department: Technology	Evaluation Instrument: Performance will be evaluated by the Chief Technology Officer according to Policy GBI – Evaluation of Personnel	
Pay Grade: Administrative Salary Schedule, Grade Q	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Technology Officer		

MINIMUM QUALIFICATIONS

Education: Bachelor’s Degree or comparable experience plus 2 years of network configuration experience with a proven record of performance.

Essential Knowledge/Skills: Skilled in hardware setup including: firewalls, routers, proxy servers, network filters, and LAN/WAN devices. Good communication skills and effective interpersonal skills. Ability to work with diverse populations in delivering support and technical assistance.

Experience: Minimum of two years of verifiable networking experience in a Cisco environment. Working knowledge of layer two switches and layer three routing is essential. Knowledge of Windows Server 2003 and Server 2008, and Windows XP and higher Operating Systems, preferred.

GOAL

Coordinates networked computer operations, network maintenance, upgrades, and countywide technical services.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Maintains daily on-line communication of the school system's computer network system and assists schools and departments with computer access and operating problems.
- Performs the maintenance of daily backups of network records (configuration, files and logs) and back-ups of programs as necessary to ensure security of the system.
- Performs the installation and configuration of network devices (hardware and firmware on Cisco Switches and routers)
- Coordinates and maintains all security records in network equipment (configurations).
- Coordinates network maintenance and upgrades to minimize interference with normal working (school day) operations.
- Monitors network and bandwidth utilization (per WAN segment) on daily basis.
- Compiles monthly reports of network activity to track utilization and bandwidth growth.
- Monitors Internet activity to prevent any network infiltration by unauthorized parties.
- Maintains Intrusion Detection to protect integrity of network and system.
- Monitors and maintains firewall configuration.
- Researches all virus/worm/hacks/hoax notification on a daily basis.
- Maintains documentation of all network equipment and configuration.
- Performs related duties assigned by the Director of Technology and/or the County Administration.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: September 2015