SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Network Systems Technician	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Various Sites or Departments	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**SALARY GRADE:**	036 OTBS
REVISED:	May 15, 2002		

BASIC FUNCTION:
Coordinate the implementation and maintenance of operations supporting a complex local area network (LAN) and wide area network (WAN) system at a school site or central office and provide training and technical assistance to staff related to the operation of the system.

REPRESENTATIVE DUTIES: **(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

E = Essential Functions

Assist in coordinating the implementation and maintenance of a local area network (LAN) and wide area network (WAN). **E**

Install workstation hardware and related equipment. **E**

Install and configure workstation software. **E**

Monitor and maintain the system and the dial-up data connections to various resources. **E**

Troubleshoot and isolate problems of microcomputers and printers and determine if problem is related to hardware, software, or connection. **E**

Make minor corrections or contact district support staff or vendors for resolutions to problems. **E**

Follow up on maintenance and service requests from users for changes and additions to network. **E**

Provide software training and technical assistance to support staff in the operation of the system. **E**

Provide basic support services, including training pupil assistants and staff in the use and maintenance of equipment and other related responsibilities. **E**

Direct the work of temporary staff as assigned; evaluate work of pupil assistants. **E**

Maintain inventories. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to completion of high school supplemented by satisfactory completion of courses in the use of microcomputers and applications, data communications technology, and problem determination and three years of progressively responsible experience implementing and maintaining a network system such as Novell, Microsoft, or Macintosh.

LICENSES AND OTHER REQUIREMENTS:
Possession of a Certified Netware Administrator rating or equivalent is desired.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Technical aspects of LAN/WAN hardware and software.
A variety of operating systems, languages, and applications.
Network components, wiring and cabling methods, concepts, and various applications.
Software and hardware tools.
Basic copyright laws.
Reading and writing English communication skills.

ABILITY TO:
Maintain and troubleshoot network systems and identify and correct problems.
Ability to provide proper care and maintenance of computer equipment and to maintain inventories.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office or classroom setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; occasionally lifting heavy objects.

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