CLASS TITLE: NETWORK SPECIALIST I

BASIC FUNCTION:

Under the direction of the Network Services Supervisor, provide user log-ons; operate the computer mainframe, update job control statements and schedule and run reports.

DISTINGUISHING CHARACTERISTICS:

This series is designed for positions whose primary work involves the maintenance, installation and upgrading of network servers, storage systems and network infrastructure. The classification levels are distinguished by the scope and complexity of network systems work. The Network Specialist I provides user log-ons, maintains and controls information processing, runs reports for the mainframe, and updates job control statements. The Network Specialist II class maintains, installs and upgrades network servers, storage systems, back-up solutions and network infrastructure. The Network Specialist III leads other network staff in problem resolution, telecommunications, network configurations and special projects involving the network infrastructure.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Operate, monitor and control information processing on campus mainframe; schedule and execute system management tasks on mainframe, providing system backup; monitor mainframe computer status and use.

Provide user log-ons, create user groups and maintain mainframe systems security and access protocols.

Schedule and execute system management tasks including system backup, system status and disk cleanup; oversee data communications hardware/software.

Install and support third-party software packages.

Schedule and run reports, bursting and decollating forms.

Participate as directed in the maintenance, installation and upgrading of the College’s computer network.

Participate as directed in the installation and maintenance of network switches, routers and other network hardware; troubleshoot network performance issues.

OTHER DUTIES:
Perform related duties as assigned.

February 2014
Ewing Consulting Services
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Operating systems and procedures for setting up and operating related systems and equipment.
Technical terminology, applications and features of operating systems and security packages.
Basic network troubleshooting procedures.
Systems management processes for backup.
Interpersonal skills including tact, patience and courtesy.
Record-keeping techniques.
Oral and written communication skills.
Technical aspects of field of specialty.

ABILITY TO:
Provide user log-ons.
Operate the computer mainframe, update job control statements and schedule and run reports.
Operate data processing and communications equipment.
Perform technical work in the configuration, operation, repair and backup of data processing and communications equipment.
Participate in the maintenance, installation and repair of network devices and software.
Install third party software packages.
Establish and maintain cooperative and effective working relationships with others.
Input data at an acceptable rate of speed.
Prepare and maintain records related to assigned activities.
Communicate effectively both orally and in writing.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree in computer science or related field and one year experience in network repair or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling moderately heavy objects.

February 2014
Ewing Consulting Services
Seeing to view a computer monitor and read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.