

MOORE PUBLIC SCHOOLS

Job Title: Network Specialist A, B, C

Qualifications: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school diploma, GED, and specialized training in any of the following areas: Cisco routers and switches, network cabling, network design and implementation, Cisco wireless equipment.

Training or Experience: Required: Minimum of one year experience in the technology field installing and repairing Cisco-based network infrastructure. Vocational training in networking may substitute for some work experience. Level A duties may include but not be limited to basic knowledge of network cable plant installation; basic knowledge in computer troubleshooting and repair; basic knowledge of network cabling standards. Level B duties may include but not be limited to advanced knowledge and experience of network cable plant installation (lead installer); basic knowledge in connecting network devices; basic ability to troubleshoot and repair network wiring issues; and advanced knowledge of industry network cabling standards. Level C duties may include but not be limited to Cisco training; advanced knowledge and experience in Cisco switch and router configuration and troubleshooting; extensive knowledge and experience in network design; advanced knowledge and experience in designing and configuring Cisco wireless infrastructure; extensive knowledge and experience in installing, terminating, and testing fiber optic cabling; basic knowledge of systems that connect to the network such as IP phone systems, IP cameras, servers, and computers; extensive knowledge and experience in IP addressing and the ability to set up IP infrastructure using DHCP; experience in supervising and overseeing network installation; create district network specifications and standards; work directly with operations, architects, engineers and contractors to ensure proper installation of network cabling to meet district and industry standards.

Desired: Minimum of one year experience in at least two of the following areas: Cisco switch and router configuration, wireless infrastructure, complex network configuration and implementation.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

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Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Computer Skills: Must have basic understanding of personal computers, servers, and networking.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

Site: Technology Center

Reports to: Director of Technology or Designee

Job Goal (Purpose of Position): To perform in one or more of the following areas as assigned by his supervisor: Network configuration and implementation, maintenance and troubleshooting of network equipment, and creation of new network installs. Occasionally will assist with computer installation and repair based on workload.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Essential Job Functions (Performance Responsibilities vary depending upon Level):

1. Design computer network configurations.
2. Inspect network cabling installation when necessary.
3. Install, terminate, and test copper and fiber optic network cabling.
4. Maintain district network hardware.
5. Install and configure new network switches and routers as needed to accommodate growth.
6. Troubleshoot network errors due to hardware error, and work with other areas to resolve network issues.
7. Repair or replace switches and routers that have failed or are obsolete.

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8. Setup district software used to monitor network health.
9. Monitor network health using district software and report findings accordingly.
10. Create and maintain network maps using Visio.
11. Responsible for using DHCP to create maintain and trouble shoot district IP addressing.
12. Create maintain and troubleshoot district Vlans.
13. Design networks for new construction.
14. Work with and advise Architects and engineers on network design.
15. Create and maintain network specifications for district network installation based on industry standards.
16. Responsible for bidding projects to subcontractors.
17. Work with construction companies to organize and schedule network installation during construction.
18. Work with subcontractors to organize and schedule network installation during construction.
19. Responsible for quality control of network installation.
20. Repair any damage network cable including fiber optics and copper cable.
21. Trouble shoot and repair network issues on computers, servers, IP phones, IP cameras, wireless devices, and HVAC systems.
22. Responsible for advising administration on the purchase of new equipment for bond issues.
23. Responsible for all wireless installation, troubleshooting and repair.
24. Stay current on knowledge of equipment in designated area. Attend necessary factory training programs as needed to maintain equipment.
25. Coordinate with Telecommunications Technician, Electronics Technician, and/or other positions as needed to properly implement projects.
26. Perform other duties and tasks as assigned or deemed necessary.

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Supervision Exercised: The technician may supervise others depending upon level.

Physical Requirements: In a workday, the employee must stand/walk 4-7 hours per day. Some occasional bench work of 1-4 hours per day. Employee's job requires frequent bending/stooping/crouching/crawling/kneeling, pushing/pulling, and climbing and reaching above the shoulders.

Employee' job requires occasional carrying/lifting of up to 75 pounds including telephone equipment, intercom equipment, copiers, and computer equipment. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity to operate hand and power tools and ladders. Must be able to read data plates, blueprints, labels, and schematics; should be color sighted. Employee must possess hearing to distinguish normal/abnormal sounds, hear bells, phone rings, beeps, and buzzers. Must be able to communicate with fellow workers and the public.

Employee's job requires working on unprotected heights (ladders); use of/close to machines (electrical panels and boilers); working in the out-of-doors with temperature changes; driving motorized equipment (van, pickup, or automobile); exposure to solvents, electricity/high voltages, and heat (boiler room).

Terms of Employment: 260 Days

Salary: Level A, Level B, or Level C*

* Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Supt./Personnel, Superintendent and a representative of ESPM.

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Adopted 09-13-10