

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### ANALYST – NETWORK SYSTEMS

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Computer Science, Computer Technology, Instructional Technology, Systems Science, Engineering, or related field.
- (2) Minimum of three (3) years of combined experience in network operating systems, data communications, personal computers, Metropolitan Area Network (MAN) management or related areas.
- (3) IT professional certification from at least one vendor from a vendor list maintained by the Director I – Information Technology.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of data communications systems and industry standard protocols. Extensive knowledge of wide area and local area network design and industry standards in order to optimally configure district-wide computing networks in the most cost effective manner. Extensive knowledge of Microsoft, Novell, Macintosh OS X, and Linux network operating systems to implement and maintain network services at schools and centers. Knowledge to analyze and evaluate the network's system performance and functionality and provide enhancements or corrections. Knowledge of project management practices and tools to facilitate implementation of computing networks. Knowledge of outside plant infrastructure including, but not limited to long-haul fiber and long-range wireless technologies, towers, relays, and design considerations.

#### REPORTS TO:

Manager I – Network Services

#### JOB GOAL

To deploy and maintain all network services in schools and administrative offices to achieve the district's mission and strategic aims.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

## **ANALYST – NETWORK SYSTEMS (Continued)**

### **Service Delivery**

- \* (1) Develop, implement, and improve service support procedures for the efficient delivery of assigned technology services.
- \* (2) Monitor, evaluate, and report on assigned technology services to ensure that the department's performance on problem resolution remains within the parameters set in the department's service level agreements.
- \* (3) Monitor and manage the wide area network performance and initiate necessary corrective action.
- \* (4) Monitor, evaluate, and report on the availability and capacity of assigned technology services to ensure high availability of resources.
- \* (5) Conduct long-range planning on the specifications, design, and installation of building networks, wide area connectivity, servers, workstations, and software.
- \* (6) Design, implement, and support district-wide computing networks (including network servers and network communications equipment) throughout the district.
- \* (7) Provide project management for planning, implementing, improving, and maintaining network services for the district.
- \* (8) Efficiently conduct research, collaborate with colleagues, and analyze technically and instructionally complex problems in order to effect solutions.
- \* (9) Provide coordination and direction for the installation and maintenance of network equipment for the district.
- \* (10) Work with appropriate district personnel in the deployment of effective Web-based strategies that address the communications, public access, service delivery, and instructional functions of the district.

### **Inter / Intra-Agency Communication and Delivery**

- \* (11) Represent the Information Technology Department in local, state, or national meetings and conferences.
- \* (12) Communicate with vendor technical support to resolve hardware and software problems.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Respond to inquiries and concerns in a timely manner.
- \* (15) Disseminate information and current research to appropriate personnel.

### **Professional Growth and Improvement**

- \* (16) Refer to professional journals and other current research to determine appropriate uses of technology applications and networking in education.
- \* (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (18) Develop annual personal goals and objectives consistent with and in support of District goals and priorities.
- \* (19) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (20) Refer to professional standards and practices to design and maintain efficient local area and wide area networks.

### **Systemic Functions**

- \* (21) Receive objectives for the department and priorities for specific projects from the Director II – Network Services.
- \* (22) Work in a proactive and self-directed manner to plan and carry out technical and curricular objectives and priorities of the department and district.

## **ANALYST – NETWORK SYSTEMS (Continued)**

- \* (23) Prepare all required reports and maintain appropriate records.
- \* (24) Follow the policies and procedures of the Information Technology Department and all School Board policies, rules and regulations.
- \* (25) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (26) Represent, consistently, the District in a positive and professional manner.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

### **Leadership and Strategic Orientation**

- \* (28) Provide leadership and direction for the assigned areas of responsibility.
- \* (29) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds and delivering services and evaluation of services provided.
- \* (30) Assist in implementing the District's goals and strategic commitments.
- \* (31) Exercise proactive leadership in promoting the goals and mission of the program.
- \* (32) Provide oversight and direction for cooperative planning with other agencies.
- \* (33) Set high standards and expectations for self and others.
- \* (34) Demonstrate initiative in identifying potential problems and take appropriate corrective measures.
- \* (35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (36) Facilitate problem solving by individuals or groups.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

### **Job Description Supplement No. 07**

\*Essential Performance Responsibilities

### **Professional Salary Schedule – Pay Grade 3**

**Date of Board Approval: August 21, 2001**

**Date of Revision: April 21, 2009**