

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Computer Network Technician
DEPARTMENT: Superintendent
FLSA: Non-Exempt
REVISED:

REPORTS TO: Superintendent
CLASSIFICATION: Classified
SALARY GRADE: 015
BOARD APPROVED:

BASIC FUNCTION:

Under limited supervision, integrates computer and network systems into the Plumas Lake Elementary School District network, which encompasses all campuses and administrative offices access. Provides complex high-level technical support for computer and network systems. Carries out complex assignments requiring the development of new and/or improved techniques and procedures.

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.)

DUTIES AND RESPONSIBILITIES:

Formulates, develops, and implements integrated network architectures.

Analyzes and determines current computer and network systems technology and available vendor offerings to establish optimum computer and network architecture solutions; plans future enhancements and directions for the District-wide computer network.

Develops standards for computer and network systems, to include standards for wiring, equipment, system security, and routing protocol.

Provides project management of technical staff in the implementation, installation, configuration, and technical support of computer and network architecture; coordinates projects with other educational departments and external organizations and agencies.

Provides planning, leadership, direction, and advanced technical expertise regarding computer and network services for both local and wide area networks; serves as high-level technical expert in regards to computer/network systems and associated issues.

Serves as primary point of contact and liaison with vendors; reviews vendor products. Negotiates exact technical requirements with vendors.

Installs, configures, and maintains computer and network operating system and application software, as appropriate; provides on-call support for computer/network systems as required.

Maintains a broad knowledge of current and emerging state-of-the-art computer/network systems technologies, architectures, and products.

Performs miscellaneous job-related duties as assigned.

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MINIMUM JOB REQUIREMENTS:

Bachelor's degree requested or at least 4 years of experience that is directly related to the duties and responsibilities specified.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Advanced knowledge and understanding of a range of computer and networking software and hardware systems and related technologies.
- Ability to install, configure, and maintain servers, workstations, networks, and/or related hardware and software.
- Ability to analyze and assess computer/network architecture requirements and determine optimum, cost-effective solutions.
- Ability to communicate technical information to non-technical personnel.
- Computer/network systems planning skills.
- Knowledge of computer/network systems infrastructure requirements and standards.
- Knowledge of current technological developments/trends in area of expertise.
- Knowledge of computer security systems, applications, procedures, and techniques.
- Ability to plan, develop, and coordinate multiple projects.

WORKING CONDITIONS AND PHYSICAL EFFORT:

Physical Abilities: Position involves light to medium work including walking, standing, stooping, carrying and lifting of medium to heavy weight materials (up to 50 lbs.) and work in small or confined spaces. Requires visual acuity and depth perception, strong arm, hand and finger dexterity and hand, eye coordination. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.