

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Network Specialist

Unit: Office Technical

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Job Code: J1232
Original Date: 01/1994
Last Revision: 07/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 26

DEFINITION

Under the direction of an assigned supervisor or manager, perform a wide variety of highly specialized technical support in the design, installation, and maintenance of computer and file server hardware and software, printers, networking equipment, and wide area network communication equipment for a major campus or CE site.

Positions in this classification provide campus-wide support of multiple instructional, non-instructional, administrative, and contract education environments. This position may act as a lead and coordinate work teams comprised of Instructional Lab Technicians/Computer Science with a variety of areas of technical expertise.

DISTINGUISHING CHARACTERISTICS

The Network Specialist classification is distinguished from the Instructional Lab Tech/Computer Science class in that positions assigned to this classification provide campus-wide support of computer and file server hardware and software, printers, networking equipment, and wide area network communication equipment. Incumbents work independently, but may lead teams of Instructional Lab Technicians/Computer Science in the design and installation of major integrated network projects.

EXAMPLE OF DUTIES

1. Design, install, manage, support, and upgrade local area networks in order to optimize operating efficiency.
2. Configure and install network servers as assigned.
3. Train and assist faculty, staff, and students in the use of computers, software, and related peripherals.
5. Maintain computer configurations and disk images. Perform all operating system and application updates as required. Run diagnostic tests and make minor equipment repairs for computers, printers, and other peripheral equipment; coordinate major equipment repairs according to district policy.
6. Perform preventive maintenance on computers, peripherals, servers, and networking equipment as identified.
7. Serve as liaison between campus and district Information Technology staff to coordinate specific tasks for computer and network support.
8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- LAN topology, protocol, and specifications.
- Principles and practices of work direction and training.
- Principles, practices, and procedures of computers, computer laboratories, and the computer science field.
- Programming languages, operating systems, application software, Assembly language, and an Editor.

Record-keeping techniques.
Safety regulations involving computers and electrical equipment.
Technical understanding of digital electronics and hardware diagnostics.

Skills and Abilities:

Assemble, maintain, and perform minor repairs on computer equipment and peripherals.
Communicate effectively both orally and in writing.
Creatively solve problems.
Demonstrate competence in the field of computers.
Design, install, and maintain local area networks.
Ensure the care and security of assigned equipment, materials, and supplies.
Issue and receive equipment and supplies.
Maintain computer configurations and disk images.
Maintain records and prepare reports.
Meet schedules and time lines.
Plan and organize work.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: at least four years of successful work experience in the field of computer science or satisfactory completion of 15 semester units of courses related to Computer Science and two years of successful work experience in the field of computer science. Network Engineer Certification (NEC) preferred.

WORKING CONDITIONS

Physical Requirements:

Lift heavy objects up to 50 lbs. Climbing and manual dexterity required for cabling and installing electronic components.

Environment:

Potential electrical hazards exist if precautions are not observed.