POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Network & Support Specialist	Department: Information Technology	Bargaining Unit: Clerical
Immediate Supervisor: Superintendent	**Comparable Worth Rank:**	**FLSA Status:** Non-Exempt

Job Summary:

Under the direction of the Superintendent, the Network & Support Specialist is responsible for administering, monitoring and implementing networking services and technology within the District including computers, software, wireless devices, network equipment, telecommunication equipment and other technology equipment. Duties of the job involve planning and recommending changes in the networking infrastructure; establishing procedures and methods to handle internet security, content filtering, data backups, disaster recovery, and district email; provides troubleshooting and repair to network, software and hardware across the district.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all networking related hardware and software.

  a) Plans for, evaluates and makes recommendations to the Superintendent and Middle School Principal concerning infrastructure needs and requirements, technology purchases and options.
  b) Monitors network performance and makes recommendations concerning changes in policies and procedures.
  c) Troubleshoots district-wide and networking connectivity problems and issues.
  d) Performs network preventive maintenance activities on all network servers, switches, routers, and firewalls.
  e) Monitors and maintains network security systems.
  f) Troubleshoots and fixes network, software and hardware problems and issues.

- Plans for future technology purchases including pricing and determining whether new purchases will be compatible within the current infrastructure; also determines the need for new servers, upgraded networking equipment, etc.

- Approves, obtains quotes and prepares purchase orders for technology purchases in the District. Meets with and talks with vendors/consultants to determine the best price and options.

- Installs, sets-up and configures new technology in the District. Unpacks, sets up and delivers new equipment to end-users. Provides technical support to users concerning new equipment/software.

- Plans for future network/server/clock-bell system/phone system upgrades with administration and consulting personnel.

- Oversees and monitors the activities of outside consultants/contractors during technology installations. Works with contractors to assure the necessary data and power needed in buildings.

- Performs other duties of a comparable level or type, as required.

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a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
b) Keeps abreast of changing developments, trends, and technologies within the field.
c) Attends and/or serves on various committees, outside organizations, or groups, as appropriate.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma		Associate's Degree
	High school diploma or GED.		**Major field of study or degree emphasis:** Computer Science, Networking/Information Technology, or related areas
	1 year college	**x** **2 years college**	
	3 years college	**4 years college**	
	1st year graduate level		**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**
	2nd year graduate level		• Knowledge of network operating systems (e.g. Windows and MAC) and network management tools and equipment (routers, servers, diagnostic software, switches, firewalls, cabling, TCP/IP, and various computer operating systems).

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Knowledge of network operating systems (e.g. Windows and MAC) and network management tools and equipment (routers, servers, diagnostic software, switches, firewalls, cabling, TCP/IP, and various computer operating systems).
- Data network wiring standards, token ring, ethernet, and networking components.
- Knowledge of computer networking in order to troubleshoot networking, wireless and internet problems and issues.
- Internet firewall functions, internet traffic monitoring and filtering policies and procedures.
- Methods and practices of repairing and upgrading network systems.
- Fundamentals, principles and procedures for internet security and data recovery.
- Knowledge of smart phone/tablet software/hardware for integration with district email services.
- District administrative policies and procedures (i.e. purchasing, technology use policies and procedures).

Required Work Experience in Addition to Formal Education/Training:
Minimum of 3 years networking or information technology experience.

LICENSE/ CERTIFICATION	**Identify licenses/certification required:** Requires a valid driver's in the State of MN.
ESSENTIAL SKILLS REQUIRED TO	**Skilled in:** • Installing, configuring, and troubleshooting networking applications software and

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PERFORM THE WORK	operations. ● Coordinating and implementing network projects. ● Troubleshooting and problem solving computer and networking components or technical issues faced by building personnel and staff. ● Prioritizing and organizing a variety of responsibilities and projects. ● Resolving hardware and software problems in a multi-location, multi-server and multiple platform environments. ● Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, vendors, and the public. ● Maintaining a safe working environment. ● Working closely with outside contractors and consultants concerning technology issues and/or installations.
HAZARDOUS WORKING CONDITIONS	**Unusual or hazardous working conditions related to performance of duties:** Work responsibilities are performed in a typical school setting. There are minimal hazards and risks associated with the performance of this classification.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk				X	Up to 25 lbs				X
Sit		X			Up to 50 lbs			X	
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance			X						
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ _____
    Department Head's Signature   **Date**

Classification History:
  Prepared 4/2015 by BCC; updated 6/2015

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