

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE: 29

CLASS TITLE: NETWORK SPECIALIST
SALARY RANGE: 43

BASIC FUNCTION:

Under the direction of an assigned administrator, design network configurations to meet College-wide data needs; select and distribute new or upgraded software; maintain, install, and upgrade network servers, storage systems, backup solutions and network infrastructure; plan and implement security devices; monitor and maintain technical telecommunications networks.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Design network configurations to meet College-wide data needs.

Select and distribute new or upgraded software; maintain, install, and upgrade network servers, storage systems, backup solutions and network infrastructure.

Monitor, maintain and install the telecommunications systems College-wide; oversee the configuration of telecommunications line; maintain related documentation and records.

Evaluate, select and distribute new or upgraded software; assure consistency of operations with desktop standards.

Perform on-going needs analysis for network and communications infrastructure and capacities.

Perform and lead special projects including network planning, design and infrastructure analysis.

Design, install, operate and troubleshoot network hardware, cabling, servers and software; install network servers and other devices; maintain network security; develop network architecture and infrastructure to support applications.

Plan and implement security devices; review log files from various security devices; adjust devices as necessary using editing software; analyze suspicious network activity; maintain virus protection.

Interact with technical services staff to discuss hardware and software malfunctions and determine appropriate course of action; prioritize identified problems and track their resolution.

Install, configure, and support software applications and systems as assigned.

April 2017

Ewing Consulting Services

Maintain current and accurate technical documentation for assigned activities; develop and enforce standards for technical documentation.

Back up and restore server data.

Maintain contact with departments campus-wide to resolve network system issues.

Ensure compliance to established computing security standards and procedures.

Maintain current knowledge of telecommunications technology and trends.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Network management software.

Network hardware and software configuration, troubleshooting and maintenance.

Network operating systems.

Microcomputers, terminals, file servers and related equipment.

Federal and State telecommunications laws and regulations.

Network protocols covering hardware and software.

Principles and practices of training and providing work direction to others.

Various software applications including word processing, spreadsheets, database management, telecommunications and graphics programs.

Data security standards and practices.

Software approved for College use.

Systems management processes for backup.

Interpersonal skills including tact, patience and courtesy.

Record-keeping techniques.

Oral and written communication skills.

Technical aspects of field of specialty.

Computer security standards and practices.

ABILITY TO:

Design, install, operate and troubleshoot network hardware, cabling, servers and software.

Evaluate, select and distribute new software.

Monitor and troubleshoot telecommunications systems and devices.

Plan and implement security devices and monitor suspicious network activity.

Coordinate with District information systems and user support personnel to assure that information systems operational and technical needs of District staff are met in a timely and professional manner.

Train and provide work direction to assigned staff.

Create and maintain accurate network documentation.

Communicate and work closely with faculty, staff and management.

Maintain network security.

Operate LANs, microcomputers and peripheral equipment.

April 2017

Ewing Consulting Services

Respond to user requests for assistance and malfunction correction and provide technical support.

Establish and maintain cooperative and effective working relationships with others.

Maintain computer security standards.

Plan and organize work.

Prepare and maintain records related to assigned activities.

Communicate effectively both orally and in writing.

Read, interpret and apply detailed and technical written and oral instructions.

Work independently with little direction.

Meet schedules and time lines.

Maintain sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of Community College students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in computer science or related field and five years experience in a network services or support function.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Ability to operate a computer keyboard and mouse, and related tools and equipment.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects.

Seeing to view a computer monitor and read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Mobility to reach various campus locations.

HAZARDS:

Working at heights, climbing ladders.

Working with underground conduits.

April 2017

Ewing Consulting Services