



Job Title: **Analyst – Network Systems**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 3

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to deploy and maintain all network services in schools and administrative offices to achieve the District's mission and strategic aims.

ESSENTIAL JOB FUNCTIONS

- Develops, implements, and improves service support procedures for the efficient delivery of assigned technology services.
- Monitors, evaluates, and reports 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.
- Monitors and manages the wide area network performance and initiates necessary corrective action.
- Monitors, evaluates, and reports on the availability and capacity of assigned technology services to ensure high availability of resources.
- Conducts long-range planning on the specifications, design, and installation of building networks, wide area connectivity, servers, workstations, and software.
- Designs, implements, and supports district-wide computing networks (including network servers and network communications equipment) throughout the District.
- Provides project management for planning, implementing, improving, and maintaining network services for the District.
- Conducts research, collaborates with colleagues, and analyzes technically and instructionally complex problems in order to effect solutions.
- Provides coordination and direction for the installation and maintenance of network equipment for the District.
- Works 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.
- Manages District and School based weather stations.
- Represents the Information Technology Department in local, state, or national meetings and conferences.
- Communicates with vendor technical support to resolve hardware and software problems.

- Provides network service related analytical reports as needed.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Disseminates information and current research to appropriate personnel.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Computer Science, Computer Technology, Instructional Technology, Systems Science, Engineering, or related field.
- Minimum of five (5) years of combined experience in network operating systems, data communications, personal computers, Metropolitan Area Network (MAN) management, or related areas.
- IT professional certification or equivalent as identified by the Director – Information Technology.
- 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

- Requires the ability to display comprehensive knowledge of data communications systems and industry standard protocols.
- Requires the ability to display 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.
- Requires the ability to display extensive knowledge of Microsoft, Novell, Macintosh OS X, and Linux network operating systems to implement and maintain network services at schools and centers.
- Requires the ability to display knowledge to analyze and evaluate the network's system performance and functionality and provide enhancements or corrections.
- Requires the ability to display knowledge of project management practices and tools to facilitate implementation of computing networks.
- Requires the ability to display knowledge of outside plant infrastructure including, but not limited to long-haul fiber and long-range wireless technologies, towers, relays, and design considerations.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to maintain a professional manner during negative, stressful situations.
- Requires the ability to supervise technicians in support of schools, offices, and district functions.
- Requires the ability to be accountable for inventory and property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and highly technical computer applications, such as GIS or CAD.
- Requires the ability to use or repair small/light equipment, such as power tools.
- Requires the ability to repair, develop, or install computer hardware or network systems and complex software or management information systems.

- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implantation of new technology systems.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: