

Network Specialist

Job Code 00001110

General Description

Responsible for administering the local area network for assigned department.

Examples of Duties

Develop goals and objectives for the development and use of the local area network for the department.

Maintain the local area network, cable and hub installations, and related duties.

Develop policies and procedures to ensure the integrity of the local area network environment.

Evaluate network technologies for potential acquisition and direct the evaluation of hardware and software.

Monitor the operational network environment and take corrective action.

Design procedures necessary to save and recover LAN environments from failures.

Develop and maintain routines to facilitate network administration.

Provide user support.

Prepare training courses and provide user support.

Oversee the design and maintenance of LAN implementations.

Develop and implement network backup policies and procedures.

Maintain the operating system and security software utilized by the network.

Direct performance tuning and capacity planning activities to enhance performance.

Conduct product evaluations.

Train new staff.

Supervise staff in related function.

Install and maintain Antivirus software.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Network protocols; IBM-compatible and Macintosh hardware, operating systems, and applications; TCP/IP, Windows, Ethernet networks, and networked hardware; virus protection software; networked printing; relational databases; client server issues; graphical tools used to create web pages, documents, and brochures; html, cgi, sss, JavaScript, MS internet information server, and MS Exchange server; basic math and statistics.

Skill in: Preparing reports, help files, training manuals, and technical descriptions; understanding end user issues and developing rapport with clients; developing network solutions to problems; diagnosing hardware and software problems, and recommending solutions; working as a team member; prioritizing workloads.

Ability to: Write computer scripts; read and understand detailed technical documents, manuals, schematics, complex job instructions, reports, and procedures; explain technical issues to end users; complete supply request forms, work orders, and time sheets; measure accurately.

Educational Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements