

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **NETWORK ANALYST**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of company supported network platforms Windows desktop and Windows Server operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short-, medium-, and long-range projects, and coordinate tasks for installation of data networks for the purpose of providing a secure, cost-effective information system tailored to the users' needs.
2. Setup, install, and maintain wireless access points and wireless security for the purpose of providing secure and easy access to the network.
3. Setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.
4. Terminate, install and test fiber optic cabling for the purpose of providing fast secure networks.
5. Analyze and resolve technical problems for established networks for the purpose of keeping maximum up-time.
6. Plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
7. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
8. Serve as technical specialist in network problems and emergencies for the purpose of providing leadership during unscheduled downtime.
9. Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system to maintain an upgraded and working information system.
10. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services for the purpose of allowing users the proper access to the network resources.

11. Establish user profiles, user environments, directories, and security for networks being installed to allow users the proper access to the network resources.
12. Work as a team member with other technical staff, to ensure connectivity and compatibility between systems for the purpose of providing maximum up-time for the network.
13. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.
14. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.
15. Document network problems and resolutions for future reference for the purpose of ensuring that repeat problems can be avoided.
16. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
17. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

ADDITIONAL RESPONSIBILITIES

1. Assist personnel of other departments as a computer resource
2. Oversee the installation of hardware and software
3. Provide on-the-job training to new department staff members
4. Provide computer orientation to new district staff

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 03/23/2009

