

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **NETWORK ANALYST II**

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, Windows Server operating systems and advanced knowledge of wireless networking.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Be a technical resource for devices that connect to the district's wireless networks in support of the district's BYOD Initiative.
2. Plan, recommend, implement, configure, and test security strategies for wireless networks.
3. Administer the local security ID card program.
4. Execute the security access control standard operating procedures the district's ID card system.
5. Process new and replacement photo ID card and track all temporary ID cards.
6. Process access requests and status changes to the district's ID card system.
7. Administer database records for ID card readers, cardholders, door contacts, and alarm processing functions.
8. Install, maintain, repair and test electronic door locks, access card readers, CCTV cameras, and other security systems related hardware.
9. Test security systems hardware and software and correct malfunctions to restore the conformance of the equipment to established standards.
10. Assist ID cardholders, security staff, and other customers with ID card and access control related issues
11. Setup, install, and maintain wireless access points and wireless security for the purpose of providing secure and easy access to the network.
12. Recommend, install, setup, and configure wireless access points using vendor supplied hardware/software to control and configure groups of access points.
13. Setup, configure, troubleshoot, and manage V-LAN network for multiple networks.
14. Assist in the setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.
15. Assist in the termination, installation and testing fiber optic cabling for the purpose of providing fast secure networks.
16. Analyze and resolve technical problems for established networks for the purpose of keeping maximum up-time.
17. Plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.

18. Provide advanced network documentation, including, but not limited to, baseline traffic and normal traffic analysis of district wired and wireless networks.
19. Serve as technical specialist in network problems and emergencies for the purpose of providing leadership during unscheduled downtime.
20. 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.
21. 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.
22. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.
23. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.
24. 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.
25. 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 technical resource
2. Oversee the installation of hardware, software, and networking equipment
3. Provide on-the-job training to new department staff members
4. Provide orientation to access the district's wireless network 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.