



NETWORK ANALYST I

Classification: Professional-Technical Level 3

Location: District Office

Reports to: Director of Information Network Systems

FLSA Status: Exempt (Professional)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Position serves as part of a team responsible for maintaining the district's technology network.

Part II: Supervision and Controls over the Work

Network analyst is expected to perform assigned responsibilities at a professional level based on assigned priorities and with minimal supervision in the performance of routine functions. Network and systems maintenance and administration is to be performed consistent with technical standards and practices and with minimal disruption to technology services. Work is evaluated based on overall network and systems performance, reliability of work performed, and timeliness.

Part III: Major Duties and Responsibilities

1. Installs and maintains network systems to provide the authentication and access for all district technology users; to support business needs; and to create efficient reporting and consistent and time-saving systems maintenance.
2. Assists in maintaining network and data security related systems which include network authentication, firewalls, antivirus, spam filtering, and internet filtering for the purpose of meeting system and information protection requirements as well as district policies regarding misuse and malicious behavior. Manages and monitors software security and malware protection updates, and back-up services. Conducts troubleshooting of advanced technical issues. Performs security auditing and advanced troubleshooting to assist with investigations related to misuse and malicious activity.
3. Maintains, monitors and manages systems which include district web servers, Active Directory, DNS, SQL servers, e-mail, file and print services, and remote access services for the purpose of ensuring availability of authorized services.
4. Maintains, monitors and manages district networking systems, cloud services, routing protocols, data center redundancy, internet connection points, switching and routing, as well as WIFI infrastructure to create and maintain a reliable, highly available, scalable enterprise network.
5. Tests, installs and maintains specific software for various departments and or workgroups. Tests, installs and maintains software patches and updates on all servers and network

devices. Maintains the district's storage and virtualization infrastructure ensuring that current and future storage and computing needs of the district are met.

6. Participates in device and server operating system and software deployments, implementing software changes, troubleshooting problems, and system maintenance activities for the purpose of ensuring standardized and timely delivery and support of both server-based systems and district end user devices. Participates in a variety of planning and development activities and committees for the purpose of contributing to the creation of short and long-range plans for technology development in support of new operational and instructional initiatives.
7. Maintains personal current skill-set on existing and newly emerging technology. Assists technology support staff in network troubleshooting.
8. Works collaboratively with technology staff to insure a smooth overall workflow process to insure excellent customer service.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate's degree or equivalent in technology or directly related fields. Related experience may be substituted for education on a year for year basis.
3. Two years of progressively responsible experience configuring and maintaining local area network infrastructure components which may include servers, workstations, and network switches and routers.
4. Knowledge of local area network concepts and practices, including client/server roles & relationships, centralized/mass storage, clustering & virtualization.
5. Understanding of software deployment tools and practices, including imaging, multicasts, and policy based package deployments.
6. Knowledge and understanding of identity management platforms such as LDAP and Active Directory.
7. Understanding of Windows Policy Management settings and concepts.
8. Experience using scripting tools to automate custom processes.
9. Excellent collaborative and interpersonal skills and ability to communicate effectively over the telephone and in writing with frustrated and/or confused customers.

10. Organizational skills to carryout work schedules, respond to priorities, and manage multiple tasks and issues simultaneously.

Part V: Desired Qualifications

1. Bachelor's degree in technology, or directly related fields. Related experience may be substituted for education on a year for year basis.
2. Specific knowledge and experience managing district-specific technology preferred.

Part VI: Physical and Environmental Requirements

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.