

JUNIOR NETWORK SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a higher level technical employee, this position assists in the installation, maintenance and technical support of local and/or wide area (LAN and/or WAN) computer networks. Incumbent is required to respond to service calls from district users. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists and participates in the cabling, configuring, and installation of local and/or wide area network hardware, i.e. work stations, smartboards, printers, scanners etc., and software;

Assist in support and maintenance of network desktop PC's;

Assists and participates in troubleshooting hardware and software conflicts and problems;

Assists and participates in providing required upgrades and patches;

Assists and participates in providing required configuration changes;

Assist with the troubleshooting and maintenance of LAN and/or WAN connectivity;

May maintain a database of configurations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with microcomputers; ability to learn operating systems; ability to develop knowledge of personal computer operations and local and/or wide area networks; ability to develop effective working relationships with district personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; willingness to travel to different work sites; tact; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and one (1) year of experience installing, operating, and maintaining local area networks (LAN) and/or wide area networks (WAN).

SUBSTITUTION #1: Satisfactory completion of 30 college credits* towards a degree in Computer Science, Information Technology, or a closely related field may be substituted for one (1) year of work experience described above.

SUBSTITUTION #2: Current/active certification as a Cisco Certified Network Associate (CCNA) for switching and routing or wireless, certification on the current Windows Server Operating System (or version immediately preceding) from a Microsoft authorized training center, or certification on LINUX may be substituted for six (6) months of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages
Cities of Rye, Peekskill
School Districts
J. C.: Competitive
FAA9
1h

Job Class Code:
Municipalities 0760
School Districts S811