

NETWORK PROJECT SPECIALIST

GENERAL STATEMENT OF DUTIES: Coordinates, implements and provides technical support of computers and LAN and WAN networks and their operating systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents in this position provide technical support in the installation and maintenance of computers, computer networks and their operating systems within a school district. In addition, this position is responsible for making recommendations concerning the planning of the computer-based networks in the various school buildings and coordinating activities of subcontractors and other service providers. The incumbent is required to respond to service calls from school buildings and offices and, whenever possible, troubleshoot problems over the phone. Incumbents are expected to exercise independent judgement in the performance of tasks.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes and directs operations for the school district network;

Cables, configures and installs computer hardware, computers and computer networks, and software for network and stand alone computers;

Reviews with school administrators the policies and standards for computer usage and computer networks;

Installs and supports administrative and instructional software on computer networks;

Consults with users to determine district needs, analyzing and evaluating available products to recommend improvements and enhancements;

Troubleshoots hardware and software issues and problems, referring problems and questions or arranging for service as required;

Provides on-site coordination and support for sub-contractors (e.g., would handle wiring for computer installation);

Provides necessary maintenance services to all hardware and networks;

Provides requested or required upgrades;

Provides requested or required configuration changes to local area networks;

Prepares proposals for purchasing new equipment for instructional purposes;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Oversees the maintenance of an up-to-date database and insures timely delivery of service;

Manages computer projects by studying problems, preparing project proposals, scheduling and/or assigning staff, outside providers and network personnel, tracking and evaluating progress and making reports as required;

Develops project proposals by reviewing and evaluating needs; prepares specifications for software and/or hardware; schedules the installation, testing and training and assures that contracted work is completed as specified;

May attend workshops and seminars to maintain up-to-date knowledge of network operating systems;

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: Good knowledge of the principles, practices, and procedures involved with computers and area networks; good knowledge of the various applications and other software required to maintain computer and area operating systems; good knowledge of DOS; good knowledge of LAN and WAN systems configuration; basic knowledge of wiring for the purposes of connecting personal computers to the network; basic knowledge of the use, function and potential of mainframe applications; ability to analyze and resolve computer, LAN and WAN systems software problems; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to install, monitor, and maintain computer, LAN and WAN systems software products; ability to identify and resolve user problems; ability to maintain effective working relationships with school district personnel, subcontractors, and vendors; ability to communicate effectively both orally and in writing; ability to travel to different worksites; initiative; patience; tact; sound judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three (3) years of experience installing and maintaining LAN and/or WAN networks; or (b) completion of a two year certificate program in computer science or electronics and one (1) year of experience as in (a) above; or (c) an Associate Degree in Computer Science and one (1) year of experience as in (a) above; or (d) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: A CNE certificate may be substituted for six months of the required experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

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.