

CALAVERAS UNIFIED SCHOOL DISTRICT
3304-B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Network Systems Specialist
WORK YEAR: 260-day

JOB DESCRIPTION: Under direction of the Technology Coordinator or designee, to coordinate and supervise computerized technology district-wide. This position is required to establish procedures and controls for the efficient operation of the technology department and must demonstrate qualities of initiative, dependability, resourcefulness, industry, integrity, and excellent judgment. This position also performs related work as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)

- Recommends and supervises network installation, maintenance, upgrades, and troubleshooting. **(E)**
- Recommends technology equipment including but not limited to computers, printers, terminals, communications, scanners and other computer technology installations, and troubleshooting. **(E)**
- Provides specialized reports as necessary. **(E)**
- Monitors and insures back-ups of school site data files. **(E)**
- Automates school office clerical functions to computerized time-saving routines. **(E)**
- Provides computer interfacing between the county office of education and the district including but not limited to uploading, downloading, query, and data links. **(E)**
- Supervises and monitors district-wide electronic mail and Web systems. **(E)**
- Establishes and implements a preventative maintenance program for technology. **(E)**
- Maintains knowledge of new computer and network technology. **(E)**
- *Performs other duties as assigned.*

MINIMUM QUALIFICATIONS:

1. **Knowledge of:**
 - a. Laws and regulations affecting educational program functions and services
 - b. Standard office practices, methods, and procedures
 - c. Letter and report writing

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- d. Windows, Mac, Unix, and Linux operating systems
 - e. Microcomputer systems including malfunction and troubleshooting
 - f. Application software packages and their use
 - g. Networking environments, their use, and troubleshooting.
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- h. Network, and network wiring
 - i. VOIP and telephone systems
 - j. Familiarity with word processing, electronic spreadsheets, and databases

2. **Ability to:**

- a. Read, understand and apply policies, procedures, legislation affecting the technology department;
- b. Develop effective and efficient data systems and procedures;
- c. Prepare clear and concise reports, manuals and written instructions;
- d. Operate technology equipment in addition to office equipment such as calculators, copy machine, FAX, typewriters.
- e. Make mathematical computations rapidly and accurately;
- f. Establish and maintain effective relationships with others;
- g. Read, understand, and interpret laws, rules, as well as written and oral instructions
- h. Function under time constraints
- i. Work with minimum supervision
- j. Keyboard skills of 45 wpm

PHYSICAL

- **Standing/Walking:** Frequently; throughout library while shelving, assisting library patrons.
- **Sitting:** Occasionally; at desk or computer while completing paperwork, keyboarding, etc.
- **Lift/Carry:** Frequently, 1-15 lbs.; books, supplies, materials; occasionally up to 16-50 lbs. audio-visual equipment including television, overhead projectors, etc.
- **Push/Pull:** Frequently, 10-35 lbs. force; moving equipment carts, sliding books on shelves.
- **Climbing:** Occasionally; using 1-2 step ladder to reach upper library shelves.
- **Bending/Twisting:** Frequently; at waist/knees/neck while retrieving/shelving materials and equipment on upper and lower shelves.
- **Kneeling/Crouching:** Occasionally; while handling materials on lower shelves.
- **Hands/Arms:** Constantly; in reaching/handling/grasping/fingering while issuing materials, reshelving, keyboarding, filing, etc. Overhead reaching required.
- **Sight:** Constantly; in reading, sorting, identifying library materials, etc.; visual requirements include visual acuity in near and mid range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of library users both in person and over phone.

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MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, and filing library materials.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

Employment Standards

- A college degree or equivalent is required. Additional training in management and supervision is desirable.
- Three years of increasing responsibility in systems operations (MIS); including hardware/software installations, report writing, and knowledge of network systems.
- Valid California driver's license and proof of auto insurance.
- Private transportation available
- CPR and First Aid Certifications

SALARY: Placement on Management Salary Schedule
Range 10

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 12/14/2022