ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	**Senior Network Analyst**
SCHOOL/DEPARTMENT	Technology
SALARY	Salary Grade 76 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Technology Officer
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Senior Network Analyst performs specialist technical work in the area of installation, implementation and maintenance of local and wide area networks (LAN/WAN) for the school system. This individual is responsible for installing requested networking equipment in district and school locations, troubleshooting equipment problems, connecting devices to LAN and performing all aspects of network administration. The Senior Network Analyst is involved in reviewing and participating in technology projects, including performance evaluation and selection of hardware and software components. Work involves providing technical support and expertise concerning various types of computer software. Work also involves providing training for employees in the use of technology. The Senior Network Analyst ensures the workflow and standard quality levels are met with respect to all projects.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of computer hardware and common software applications.
- Consider knowledge of DOS and common computer operating systems.

- Considerable knowledge of networking hardware and software applications, capabilities and limitations, service requirements and associated costs.
- Considerable knowledge of cabling infrastructure and electronic components required for networking.
- General knowledge of software copying rights of the school system.
- Considerable knowledge of the school system's technology plan, development methodology and development standards.
- General knowledge of the techniques used in system analysis and design.
- General knowledge of the current literature, trends and developments in the field of technology and networking.
- Ability to install and setup software packages that meet the needs of users.
- Ability to systematically determine the source of computer problems and take appropriate action.
- Ability to perform initial installations or upgrades of computer hardware.
- Ability to configure network servers, networking software and required electronic components.
- Ability to perform all aspects of network administration such as creating users, maintaining groups, administering security and performing backups.
- Ability to perform initial installations or upgrades of computer hardware.
- Ability to configure network servers, networking software and required electronic components.
- Ability to troubleshoot problems with network hardware and software.
- Ability to evaluate requests for changes and/or updates to the network.
- Ability to evaluate software applications and to make recommendations for improvement.
- Ability to train users on the use of equipment and various programs.
- Ability to maintain complete and accurate records.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's degree or higher from an accredited institution or technical school in computer science, computer technology or business administration
- Management and integration of OSX systems in an Active Directory domain
- Linux/Unix experience, scripting, thin client experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Microsoft MCSA certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Bachelor's Degree or higher from an accredited institution in computer science, computer technology, media, or business administration

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as lead worker and ensure proper procedures are implemented with respect to subordinate employees performing various technical and networking projects
2. Works in conjunction with the Network Manager to plan, install and maintain local area networks, networking software, workstations, printers and other peripheral devices
3. Receives installation needs and request for computer hardware, software and networking at school and central office sites; respond to request and schedules implementation if approved
4. Troubleshoots hardware, software and networking problems, determines cause of error or stoppage, and applies corrective techniques in cases where problems can be corrected; corrections may include, but not be limited to, repairing faulty equipment or upgrading out of date systems
5. Along with the Network Manager, monitors performance of the network, tracks significant problems, evaluates usage and modifies hardware/software for optimal performance
6. Manages and maintains wireless network and virus protection
7. Responsible for district computer images and imaging servers
8. Works with staff and contractors to install necessary infrastructure to support access to networks
9. Develops and manages filtering system for the district
10. Reviews and test computer hardware and software and makes recommendations concerning acquisitions ensuring hardware compatibility
11. Provides onsite assistance to users
12. Troubleshoot and support security camera systems
13. Serve on the Superintendent Advisory Committee and district Technology and Media Committee
14. Perform additional duties as assigned by the Chief Technology Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.

ACKNOWLEDGEMENTS
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations

Reviewed by: Employee's Signature	*Date*
Approval by: Supervisor's Signature	*Date*

The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*