

## **CAJON VALLEY UNION SCHOOL DISTRICT**

### **CLASS TITLE: NETWORK ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Director-Technology Services and Chief Technology Officer, design and develop solutions to complex computer applications problems, system administration issues or network concerns; perform systems management and integration functions; assure reliable communication of various computing equipment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Design and develop solutions to complex computer applications problems, system administration issues or network concerns; create technical specifications for new IT equipment and services; evaluate and recommend new IT equipment and solutions; plan for infrastructure growth and design.

Monitor the health of the District computer network system; maintain routers and switches comprising the District WAN/LAN; install new equipment and servers, switches, routers, WAPs and other equipment; configure LAN equipment; monitor network bandwidth utilization and prepare related reports.

Assure proper working order and configuration of Internet filtering and e-mail filtering; manage active directory and eDirectory domains; upload students to eDirectory services; manage and maintain DHCP/DNS servers and records; manage the wireless access systems; provide connectivity for mobile devices.

Troubleshoot and repair server hardware and software, switch/router hardware and software, and infrastructure cabling; report on the operational status of equipment; replace failed hardware as needed; track system performance and capability.

Manage the district firewall; manage and secure devices outside the firewall; download and install security updates; conduct various backup activities.

Provide technical support to students and employees; train users in the proper use and operation of LAN/WAN systems and related equipment; train and assist administrative support staff in department-specific software application and hardware.

Prepare and maintain records and reports related to assigned activities, equipment and systems.

Attend a variety of meetings related to assigned activities.

Manage and maintain virtual infrastructure environment; manage VoIP phone networks; manage voicemail servers and software.

##### **OTHER DUTIES:**

Assure the connectivity for security cameras, irrigation systems and HVAC as requested.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Operating systems and associated systems software including their implementation, installation, configuration, operation and administration.

Specific applications systems related business applications and/or instructional learning applications.

Relational data base systems.

Local and wide area network technologies.

Data communications and networking theory.

Network security and firewalls.

Installation, configuration and administration of bridges, routers, switches, and firewalls.

Internet services such as DNS, FTP, SMTP and WWW.

Hardware and software interaction.

Virtualization systems such utilized by the District.

Directory systems including Microsoft Active Directory and eDirectory.

Messaging systems and services.

Anti-virus software.

Internet content filtering systems.

Email security systems and software and software to protect against SPAM, adware and phishing.

Disaster recovery processes and best practices.

### **ABILITY TO:**

Design and develop solutions to complex computer applications problems, system administration issues or network concerns.

Perform systems management and integration functions.

Assure reliable communication of various computing equipment.

Perform system tuning, systems backups and restores.

Perform internal network connectivity and security audits.

Perform required system updates and patching.

Maintain a secure hosting environment.

Communicate effectively both orally and in writing.

Prepare clear and concise reports and correspondence.

Analyze situations accurately and adopt an effective course of action.

Maintain accurate files and reports.

Operate a variety of information technology equipment effectively including computer work stations, printers and communications equipment.

Establish and maintain cooperative and effective working relationships with others.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer science, information systems or related field and four years' experience in the maintenance and installation of networked computer systems.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Maintain qualification for automobile insurance coverage. May require using a personal vehicle

to perform job responsibilities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate computer keyboard.

Seeing to perform assigned activities.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen