

Davis Joint Unified School District**Position Description**

Position: Systems and Network Analyst

Salary: 43

SUMMARY

Under the general direction of the Manager of Technological Support the Network Analyst collaboratively installs, configures, and maintains district servers, networks, and associated systems.

Essential Duties and Responsibilities

- Collaboratively implements and manages all server and network configuration and topology.
- Collaboratively maintains and installs server and data storage systems in the district, including authentication and management servers, application servers (including web), database servers, web servers, email systems, and file & print servers.
- Installs server-based client applications related to administration and instructional services, conducts routine maintenance on installed systems, and collaboratively manages the troubleshooting of the interface between server and client systems.
- Assists in the installation, administration, maintenance, and troubleshooting of district networks and network equipment including switches, wireless controllers, WiFi access points, and firewalls.
- Assists in creation and maintenance of documentation for all district IT systems.
- Provides administration and end-user support of online instructional applications, this include, but is not limited to account/application management, application training, and application troubleshooting.
- Manage the acquisition, installation, maintenance, and troubleshooting of all district printing and copying solutions.
- Establish and maintain effective systems and data security.
- Install, configure, and maintain a variety of complex, multi-vendor hardware and software in a managed network environment.
- Troubleshoot server and network problems including user and computer management systems, server-client communication, printing, user account configuration, and data storage management.
- Maintain records of completed work.
- Assist the Manager of Technological Support in researching new products and technologies for possible implementation within the district.
- Maintain current knowledge of technological advances and industry trends.
- Assist in all other District technology initiatives as directed.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Demonstrated Knowledge of:

1. Network processes and server installation.
2. Multiple equipment operating systems, systems management strategies, server- based technologies, and network architecture.
3. Network operations sufficient to perform troubleshooting, manage DNS, manage DHCP, and manage an 802.1x environment.
4. Administration and troubleshooting of policy-based user and computer management.
5. Federal and State laws related to data privacy and online content in an education environment.

Demonstrated Ability to:

- Install and maintain server systems and perform the full range of complex and technical duties described above.
- Comprehend network architecture and collaboratively initiate and participate in troubleshooting processes.
- Understand server virtualization, including installation, P2V, and disaster recovery.
- Install, configure, maintain, and troubleshoot equipment and programs used by the District.
- Read, interpret and apply complex technical information.
- Requires the ability to comprehend and follow district standards, policies and procedures
- Manage systems in accordance with Federal and State laws related to data privacy and online content, as well as District policy

Physical Abilities

Position involves carrying and lifting up to 50 lbs., and the ability to be mobile and work in a variety of positions (including, but not limited to, under desks or in tight locations with limited accessibility). Requires visual acuity to read numbers, letters and images; depth perception to connect parts and subassemblies; hand and finger dexterity to use a computer keyboard, and a minimum typing speed of 35 words per minute; and hand-eye coordination. Requires speaking and hearing ability sufficient to hear and carry on routine conversations with minimal voice projection.

• Education and Experience

Requires a Bachelor of Science degree, preferably in a technology-related field, and a minimum of two years experience in advanced computer administration and network support. Experience may substitute for post-secondary education.

- **Licenses and Certificates**

An industry certification such as, CISSP, GISF, GSEC, GCWN, MCSA, MCSE, MCITP, MCTS or Microsoft Certified Master. Depending upon assignment, a valid California driver's license with a clean driving record may be required.