

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Network Specialist	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Technology Director	<b>Admin/Prof Pay Grade:</b>	101 (226 Days)
<b>Dept./School:</b>	Technology	<b>Date Revised:</b>	08/25/2021

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**Primary Purpose:**

Administer and operate the district's central administrative computer networks. Develop, maintain, and monitor all district local area networks (LAN) and wide area networks (WAN). Responsible for installation, testing, and oversight of all network hardware, personal computers, software, and related equipment.

**Qualifications:**

**Education/Certification:**

Bachelor degree or equivalent experience in network administration  
A+ Certification  
CCNA certification preferred

**Special Knowledge/Skills:**

Knowledge of LAN and WAN network design and installation  
Knowledge of network hardware and software applications including network servers, printers, and other equipment  
Ability to work with multiple operating systems and network protocols (i.e., Win Platform, MS-DOS, and MAC OS )  
Ability to analyze and resolve computer network problems  
Strong organizational, communication, and interpersonal skills  
Bilingual, preferred

**Experience:**

Two years experience performing network maintenance  
Two years experience installing/maintaining Windows Exchange 2003

**Major Responsibilities and Duties:**

**Network Management**

1. Identify and resolve network hardware and software problems.
2. Install and test network hardware, software, and upgrades.
3. Implement and maintain all system configurations.

**Network Security**

4. Develop and implement a district wide security system for all systems; ensure network security by maintaining network, internet, and E-mail accounts.
5. Design and implement backup procedures to ensure that backup of all networks and workstations are performed on a regular basis.
6. Oversee tape backups and restore district data as needed.

## **Technical Support**

7. Serve as liaison to software and hardware vendors to maintain appropriate product support.
8. Maintain network design and configuration documentation.
9. Provide assistance to end users to identify and correct equipment and software related problems.

## **Database Administration**

10. Server as database administrator, ensuring integrity control and data security.
11. Develop and run special reports and queries.
12. Identify application-related problems and recommend solutions.

## **Safety**

13. Operate tools and equipment according to prescribed safety procedures.
14. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
15. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.

## **Other**

16. Identify and recommend the acquisition of software and hardware to meet the automation and networking needs of district staff.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents *required*.
18. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
19. Follow district safety protocols and emergency procedures.
20. Perform other duties as assigned.

## **Supervisory Responsibilities:**

None.

## **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer. Lifting and moving of heavy equipment; stooping, bending, and kneeling. Work on-call and after hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.