

WAN/LAN SPECIALIST

DEFINITION

Under general supervision: design, assess, test and monitor District WAN and LAN installations; research, assess, install, test and monitor all WAN and LAN equipment including but not limited to Cisco switches, routers, VPN, firewall; DSU/CSU and AS5300; monitor operation of network systems to maintain efficiency; design and produce reports as needed; recommend and implement network enhancements, improvements, or changes; participate in PC network integration strategies; provide assistance, direction and training to technology services technicians, school site representatives and users.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technology Supervisor

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Research and evaluate WAN/LAN and microcomputer network software and hardware to determine their utility in the operation of the departments to which assigned. Compile written documentation for all network installations including drop location, LAN design and equipment located in each IDF/MDF. Determine the configuration of existing or anticipated computer equipment and electronic databases during the planning, installation, and maintenance of microcomputer network applications. Install network applications. Provide problem correction analysis. Assist in the preparation of hardware, software, or procedural documentation for department personnel during application development and/or implementation. Assist in training department personnel in the use of WAN/LAN hardware and software. Design report formats. Compile and manipulate data to produce tabular or graphical reports requested by department personnel. Establish and maintain system security. Provide leadership in network protocol selections and implementations. Research and recommend network solutions consistent with district goals. Manage site NT/2000 servers.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of principles, theories and practices pertaining to network communications, (e.g., Industry standards for personal computer operating systems, WAN/LAN hardware configuration and implementation, CISCO, switches, and routers, E-mail systems, and diagnostic software), network management, programming languages and software utilities; methods and techniques of training; cable requirements and interface technology' requirements and procedures for determining the configuration of microcomputer equipment and system-level and commercially-packaged software; windowsNT/2000 network operating system; general activities and functions of the Departments to which position is assigned. Ability to install WAN/LAN equipment and system level and commercially-packaged software; manipulate numerical data in production of records; work effectively with staff; independently analyze problems and implement solutions; communicate effectively both orally and in writing; maintain current computer technology knowledge; read, interpret and apply technical manuals and documentation.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years recent WAN/LAN systems experience involving installation and maintenance operations of networks and microcomputer customer support. Work experience in an environment with functions similar to the department in which the position is assigned performing microcomputer equipment and application needs assessment, installing micro-based applications and equipment, acting as a resource for problem identification and resolution concerning microcomputer equipment and applications.

Training: A Bachelor's degree in computer technology or related field.

Reviewed and agreed to by:

Incumbent: _____ Date _____

10/01