

Newburgh Enlarged City School District
Job Description

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| TITLE: | Network Specialist |
| REPORTS TO: | Executive Director for Information & Technology |
| QUALIFICATIONS: | <ul style="list-style-type: none"> • Graduation from a regionally accredited or New York State registered college or university with an Associates degree in computer science, data processing, or a closely related field and four (4) years work experience which primarily consists of network and server installation and maintenance. • OR-Satisfactory completion of a vendor certified program designed to prepare candidates to fully support industry standard network operating systems and four (4) years work experience which primarily consisted of network and server installation and maintenance. • OR-Six (6) years of full time paid experience, which primarily consisted of network and server installation and maintenance. • OR-An equivalent combination of training and experience as indicated above. • AND-CISCO Certification, Knowledge of Windows and Virtualization |
| JOB GOAL: | This position manages all aspects of the District's wireless network infrastructure (networking, routers, switches, wireless) including purchasing, installing, deploying, updating, repairing, and administering, etc. |

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| DUTIES AND RESPONSIBILITIES: | <p>This is a technical position responsible for supporting the physical and logical infrastructure for the school district. The work involves analyzing and monitoring complex hardware and network, as well as troubleshooting and resolving network problems. The incumbent works closely and well with all district staff, and provides excellent user support on complex issues. The incumbent will facilitate skills transfer to other members of the Technology staff as it relates to network skills needed for their areas of responsibility.</p> <p><u>ESSENTIAL DUTIES & RESPONSIBILITIES:</u></p> <ol style="list-style-type: none"> 1. Installs, configures and maintains networked servers and network hardware/software. 2. Plans, coordinates and implements network security measures. 3. Diagnoses and resolves problems with network typologies and hardware. Also works closely with vendors and third party technical services. 4. Verifies and corrects problems with data cabling. 5. Configures routers and switches for Internet connectivity. 6. Is responsible for the creation and use of backup and restore procedures. |
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| <p>DUTIES AND RESPONSIBILITIES:</p> <p>(cont'd)</p> | <ol style="list-style-type: none">7. Provides support, training, and assistance to technical staff and others on complex network issues.8. Receives records and performs initial configuration and installation of Network related computer hardware and makes recommendations for upgrades.9. Develops and maintains network documentation that describes physical and logical integration as well as implementation and management standards.10. Installs additional or replacement network components in existing networks.11. Provides support in other areas, such as initial setup and software troubleshooting, when needed.12. Does related work as required. |
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