



## NETWORK SPECIALIST II

DEPARTMENT: INFORMATION TECHNOLOGY  
**GRADE 48**

### JOB OBJECTIVES/FUNCTION:

Under the direction of Manager of Technical Services manages LAN/WAN infrastructure. This position is a senior position responsible for all new networking installations and configurations. Responsibilities also include administering file servers, firewall, routers, and E-mail system. Work also involves monitoring and proactive management of network.

### EXAMPLE OF ESSENTIAL FUNCTION:

1. Ensures appropriate network through Firewall.
2. Performs proper installation, upgrading and maintenance of all applications and operating system modules.
3. Monitors network for optimal performance.
4. Develops and maintains a disaster recovering plan, including complete tape backups and off-site storage of primary software and information.
5. Manages all network resources; hard drive space, memory, network saturation, and server utilization.
6. Assists in the evaluation of any new software or hardware added to the network, ensuring conformance with all current platforms.
7. Supervises the operation and maintenance of the physical network; i.e. servers, wide-area network connections, network hubs and switches, cabling and workstations.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### REQUIREMENTS:

#### A. Training and Experience:

Candidates must possess Bachelor's Degree in relative field and three (3) years managing a LAN/WAN; or an equivalent combination of IT certification (MCSE, CNE, A+), training and experience.

**B. Knowledge, Abilities and Skills:**

Knowledge of modern networking standards and practices.

Extensive Knowledge of Microsoft NT 4.0 single and multi-domain models.

Extensive knowledge of MS Windows 95, 98 & NT.

Ability to troubleshoot fileserver hardware and software problems

Ability to troubleshoot local and wide-area network connectivity problems

Ability to utilize strong analytical skills and problem solving methods.

Ability to understand and follow complex oral and written instructions.

Ability to make complex decisions and interpretations in accordance with established rules, policies and procedures.

Ability to troubleshoot software and hardware problems.

Working knowledge of local area networks including hardware, software and cabling topologies.

In-depth knowledge of TCP/IP protocol suite.

**C. Physical Requirements: 4**

**D. Environmental Requirements: 1**

**E. Sensory Requirements: 2, 6, 7, 8, and 9**