



Network Technician - Security

FLSA Status:

Exempt

Qualifications:

High School Diploma
2 year vocational degree/training
or job-related field preferred

Certification and Licenses:

A+ and Security+ Certification (preferred)

Certified Salary Schedule:

Professional/Technical

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Professional/Technical:

A-1

Experience:

Strong understanding of LAN/WAN technology, internet connectivity and TCP/IP
Experience working with backups and disaster recovery process
Experience monitoring network performance and security and proactively resolving potential issues, including log monitoring and server patches and updates
Experience working with firewalls, content filters and anti-virus solutions
Knowledge of Windows Operating Systems (Windows 7 and 10, various versions of Microsoft/Windows Server)
Knowledge of Chrome OS

Reports to

Director of Technology

Terms of Employment

12 months, 8 hours per day, with benefits according to Board policy.

Purpose Statement

The primary purpose of this position is to coordinate technology security and safety efforts to help ensure the proper handling of district equipment, materials and data. This will include providing input on new processes and procedures to help execute this purpose. The position will also serve as a backup to other network technician positions, helping as needed with systems and infrastructure.

Essential Job Functions

- Ability to work to implement the vision and mission of the district
- Manage and prioritize multiple projects to meet timelines
- Effectively and appropriately communicate with end users
- The ability to use prior knowledge to troubleshoot networking problems related to technology infrastructure
- Diagnose, maintain and troubleshoot hardware and software issues
- Perform local workstation network and software configuration, installation and troubleshooting in a Windows environment
- Demonstrate logical thinking skills
- Perform work independently and/or in a team environment

Other Job Functions

- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting
- Maintain strict confidentiality
- Adhere to good safety practices
- Adhere to all district rules, regulations, and policies
- All other duties as required or assigned

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform functions of the job include: operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math, read technical information; compose a variety of documents; and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: use of appropriate technology tools; adherence to industry standards and practices.

ABILITY is required to schedule activities and/or meetings; often gather, collate and/or classify data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job related equipment. Problem solving is required to analyze issues and create action plans.. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; maintaining confidentiality; working flexible hours and working with frequent interruptions.

Physical Demands

Regularly walking, hearing, or speaking. Some lifting, carrying, pushing, and/or pulling, some stooping, kneeling and/or crouching. Prolonged use of computer and repetitive hand motions. Work on call and after hours (approximately 10% off hours). Being able to communicate in noisy environments, have close to moderate and distance vision ability. Must have the ability to lift up to 50 pounds to shoulder height occasionally. Generally the job requires 70% sitting, 15% walking, and 15% standing.

Conditions and Environment

The environment is consistent with a typical office and/or school environment.