

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: IT NETWORK ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director of Capital Programs and Technology, perform a variety of complex duties in the analysis, design, programming, testing, implementation and maintenance of the district's network, administrative and instructional support systems. Provide district departments and personnel with information technology and procedural solutions to support specific functionality requirements. Plan, design, and ensure the operability of local area networks (LANs), wide area networks (WANs), Internet access, and internetworking systems which interconnect schools, administrative departments and units within the district and agencies outside the district.

REPRESENTATIVE DUTIES:

- Analyze, identify, and document data communications networking requirements for the district; keep abreast of new technologies/products in the computer networking field; and evaluate hardware and software for applicability to district requirements.
- Meet with district staff and staff from other agencies to identify networking requirements and oversee network project planning including cost projections, design, implementation, and post-implementation operation and maintenance.
- Prepare written design documents and project plans.
- Assist buyers in obtaining appropriate computer-related and networking equipment, prepare technical specifications for bids.
- Manage and maintain virtual infrastructure environment; manage VoIP phone networks; manage voicemail servers and software.
- Assist in testing faulty communication systems and diagnose causes of malfunctions or unacceptable performance.
- Assist in determining and planning data communication needs of users.
- Assist with planning, designing, and installing physical elements of LANs and WANs including assembling cables and connectors, designing electronic interface for a variety of applications, and developing and administering addressing schemes.
- Troubleshoot WAN, LAN, and WiFi issues throughout the District.
- Utilize District network monitoring tools to identify and troubleshoot network issues. Report on the operational status of equipment, replace failed hardware as needed, track system performance and capability.
- Troubleshoot and repair server hardware and software, switch/router hardware and software, and infrastructure cabling.
- Troubleshoot and isolate problems of network and mainframe terminals and micro-computers, determine if problem is related to hardware, software or connection, and coordinate activities to make changes to correct problem.
- Coordinate necessary repair work with vendor engineers, district staff, and other agencies.
- Write standards on use of, maintenance of, and interfacing of communication networks.

- Prepare documentation of procedures used to isolate problems and provide technical assistance and direction to data communications staff and other district personnel as required to assure understanding and utilization of data communications capabilities.
- Prepare areas for the layout and installation of power, workspace, cables, and environmental factors.
- Evaluate and recommend tools and test equipment.
- Work from schematics, architectural and electrical diagrams and blueprints, specifications, shop drawings and sketches.
- Assist in training others in the use of data communications networks and provides cross-training for network/operations staff.
- Oversee the maintenance of inventory records; prepare reports as necessary; represent Information Services Bureau on data communications matters and serve on committees as assigned.
- Repair broken category 5/6 and telephone wiring jacks.
- Provide telephone, email, and in-person support for network and desktop computer software.
- Lead and attend meetings.
- Troubleshoot a variety of computer/network related issues and provide end user support.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Local area network (LAN) and wide area network (WAN) technologies.
- Virtual Local Area Networks (VLAN)
- Virtual Private Networks (VPN)
- Data communications protocols, such as TCP/IP, Appletalk and IP/IPX.
- A variety of network monitoring tools. (i.e. Solarwinds, Cisco Unified Communications Manager)
- Macintosh and Windows Operating Systems
- Open System Interconnection (OSI) model and its application to network design.
- Data and voice communications facilities, media, hardware, and networking software and technical understanding of them.
- Communications industry standards and technical understanding of them. Reading and writing English communication skills.

ABILITY TO:

- Design, implement, maintain and troubleshoot multi-protocol local and wide area networks.
- Manage projects of moderate size and complexity.
- Use a variety of network software tools, utilities, analyzers, sniffers, tone generator, power line monitor to monitor network utilization or determine nature of problems.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Drive a variety of district vehicles.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in electronic communications technology and three years of progressively responsible experience as data communications analyst or technician. Other equivalent combinations of training and experience may be considered for substitution of the four-year degree requirement, (e.g. by satisfactory completion of recognized training courses in computer systems, data communication theory and problem determination, and advanced network administration or by demonstrating such proficiency by passing industry-recognized tests i.e. CCENT, ICND1, or CCNA). Experience with VoIP is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment
- Frequent interruptions
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Seeing to perform assigned duties.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- Lifting light objects.
- Work on ladders.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 43.