

## ORANGE UNIFIED SCHOOL DISTRICT

### NETWORK TECHNICIAN

#### **DEFINITION**

Under general supervision, is responsible for the installation, maintenance and troubleshooting of computer and networking equipment including cabling systems for computer networks; performs a variety of technical tasks related to communications networking systems and equipment; performs clerical work related to system and procedural programs and other related work as required. This position is directly responsible to the Information Management System Administrator.

#### **DISTINGUISHING CHARACTERISTICS**

Positions in this class require expertise in computers and networking equipment. Incumbents perform repair, service, maintenance and preventative maintenance of computers and networking equipment. They provide technical advice regarding the maintenance and/or operation of computers and related equipment. They act as a resource for information on computerized programs and equipment to staff. The incumbent works with great independence in the managing of tasks to be accomplished, the operation of equipment and the assistance provided to staff. The duties listed below are typical for positions in the class collectively but no one position will necessarily include all these duties.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position classification performs work that involves sitting a portion of the time, may require lifting up to fifty (50) pounds, pushing and/or pulling of objects, and walking and standing for extended periods. Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects.

This position requires accurate perceiving of sound, near and far vision with ability to read small print, depth perception, handling and working with various materials and objects and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

#### **ESSENTIAL DUTIES**

Installs and solves problems related to computer workstations, networking equipment, software, cabling system, printers and other peripheral systems; installs and diagnoses cabling systems for computer networks; designs and implements networking solutions to meet a variety of needs; performs computer room operations and productions functions; prepares, updates and maintains documentation and inventories of equipment; connects workstations and printers to various networking systems; performs clerical work as required; communicates with school and department staff to answer problems; performs informal, on-site training on use of hardware, software and networking systems; performs clerical work and prepares and submits reports as required; participates in District inservice programs and meetings as required.

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#### **Knowledge of:**

- Computer hardware, software and networking systems;
- Principles and practices of information systems networks;
- Equipment utilization;
- Problem determination and resolution procedures;
- Correct English usage, grammar, spelling, punctuation and math;
- Modern office methods, procedures, terms and equipment;
- Safe working methods and procedures.

#### **Ability to:**

- Communicate effectively with staff, support services and vendors;
- Read, learn and acquire new techniques as technology changes;
- Perform problem determination and resolution procedures relating to computer and networking problems;
- Train users;
- Keep accurate records, prepare reports and make recommendations;
- Speak and write effectively;
- Understand and carry out oral and written instructions;
- Maintain cooperative relations with those contacted in the course of work.

#### **Training and Experience:**

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

Equivalent to high school graduation; minimum of three (3) years of recent, increasingly responsible experience in information systems or related field, including or supplemented by courses in information technology, systems operations and communications, computer programming and/or network design; good general background and work history; typing and computer proficiency is required.

Successful completion of a formal training program or recent experience in installation, repair and maintenance of microcomputer hardware, software and networks desired.

#### **Other Requirements**

Licenses: Possession of a valid California Motor Vehicle Operator's License.

Other Conditions: Insurability by the District's liability insurance carrier.

**Work Environment:** Work environment noise level is usually moderate. Position may demand meeting deadlines with severe time constraints.