

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	IT Specialist, Network	Range:	44
Date Revised:	October 14, 2015	Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for planning, implementing, and maintaining data communications networks and network operations; and providing technical support to end users. Responsibilities include maintaining and monitoring servers, networks and network operating systems, developing network operating procedures, policies and standards, and troubleshooting network-related problems.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Maintains network operating systems, resources and services and provides recommendations as appropriate for changes or improvements to assigned environments.
2.	Analyzes and defines network requirements and provides detailed technical specifications to satisfy those requirements.
3.	Researches, evaluates, monitors and tests proposed network hardware, software and related equipment for end users; troubleshoots and resolves technical problems.
4.	Implements network operating procedures, policies, and standards in consultation with industry standards and develops, implements and maintains backup and disaster recovery procedures.
5.	Develops, conducts and provides technical training and assistance for technical staff and end users; writes and updates technical and user documentation.
6.	Remains current in network and data communication technologies, and maintains technical skills.
7.	Maintains documentation on network cabling, workstations, servers, network hardware, software and resources.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
10.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The IT Specialist, Network maintains frequent contact with various District departments and personnel, vendors and outside contractors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Two (2) years college coursework in Computer Science, Information Systems, or related field
Minimum two (2) years experience maintaining computer networks
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of mid and large server installations and management
Knowledge of IEEE regulations and standards for network engineering architecture, design and implementation
Knowledge of local and wide area network protocols
Knowledge of IP routing protocols
Knowledge of policies and procedures for maintaining network integrity and security
Knowledge of performance measurements and process improvement methodologies
Knowledge of correct English usage, grammar, and spelling
Ability to analyze, specify, design, develop and maintain local and wide area networks, servers, and related data and computing services
Ability to install, test and maintain vendor and in-house developed tools and systems
Ability to analyze customer requirements and propose effective and efficient technical solutions
Ability to propose cost-effective solutions to complex problems
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to communicate effectively, both orally and in writing
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

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WORKING CONDITIONS

College or District information systems office environment; subject to lifting (up to 50 lbs. unassisted); subject to exposure to electrical hazards; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.
