

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR I

BASIC FUNCTION:

Under the direction of the Centralized Technical Services Manager, install and perform minor repairs on computers and network equipment. Provide assistance, training and evaluation to District personnel in computer applications and network equipment usage.

ESSENTIAL FUNCTIONS:

Install computers and related peripheral network equipment; new/updated versions of software; maintain network connections and other cabling as needed.

Travel to District sites to troubleshoot network hardware and software related problems; perform minor repairs on computers and applications, as appropriate.

Remove and reinstall equipment to maintain network connections and other cabling, as required.

Serve as a technical resource to District personnel; operate the computer support hotline; answer telephone calls; respond to inquiries and provide technical information, advice or referrals.

Prepare and maintain a variety of records and reports related to assigned activities; prepare documents related to inventory of computer parts and equipment.

Operate a variety of office equipment including a telephone, fax machine, copier, computer and assigned software; operate a vehicle to conduct work.

Maintain current knowledge of technological advances in the field.

Performs other duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer hardware system, peripheral equipment, software applications and languages utilized by the District.

Materials, methods and tools used in the installation, operation and repair of computer systems and applications.

Operation and installation of Windows.

District organization, operations, policies and objectives.

Policies and objectives of assigned program and activities.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

ABILITY TO:

Serve as a technical resource to District personnel.
Provide as needed reports to Technology Services Department.
Maintain network site documentation.
Maintain current knowledge of technological advances in the field.
Meet schedules and time lines.
Plan and organize work.
Prioritize and schedule work.
Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain consistent, punctual and regular attendance.
Arm-lift 40 pounds and floor-lift 40 pounds.
Move hands and fingers to operate a keyboard.
Hear and speak to exchange information.
See to view computer monitor and read a variety of materials.
Sit for extended periods of time.
Bend at waist, kneel and crouch to perform repairs.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: Associate Degree in computer science or a closely related field of study and one year of PC experience supporting Microsoft Windows-based products.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.