

## JOB DESCRIPTION

TITLE NETWORK DATABASE SPECIALIST

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree or equivalent from a college or technical school; or two years related experience and/or training; or equivalent combination of education and experience. Knowledge of Novell and Windows server operating systems.
Language Skills	Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	CompTIA i-Net+ preferred.
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally be required to work near mechanical parts with minimal risk for electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO              Coordinator of Network Technology

#### GENERAL RESPONSIBILITIES

1. Assists the Coordinator of Network Technology in supporting and maintaining all District Internet infrastructure, software and hardware.
2. Maintains server hardware and software used to deliver web based applications.
3. Maintains hardware and software systems related to remote network access.
4. Troubleshoots and resolves Internet technology problems in a timely manner.

#### SPECIFIC RESPONSIBILITIES

1. Maintains the district application and database servers by ensuring that all data is backed up and that the last security patches are installed to protect the system from potential viruses and hackers.
2. Provides technical support for end users accessing web based applications including, but not limited to ParentLink, Destiny, and Breeze.
3. Diagnoses and resolves Internet related software, hardware and connectivity problems.
4. Monitors and verifies that all automated data exports and imports are completed successfully.
5. Maintains all remote access hardware including Dial-up and VPN; administers remote access user accounts for vendors and district employees; and provides documentation and support for remote access systems.
6. Manages videoconferencing gatekeepers, bridges, and gateways. Supports schools in establishing videoconferences with remote units over the Internet.
7. Works closely with vendors to make sure Internet applications are configured properly.
8. Maintains virus protection software and virus signatures on Internet related servers.
9. Maintains knowledge of the latest industry trends and developments and seeks additional training when possible.

10. Assists the Coordinator of Network Technology on projects as needed.

11. Performs other duties as assigned.