

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Network Technician

BAND	GRADE	SUBGRADE
A	1	2
DEPARTMENT: Information Technology	ACCOUNTABLE TO: Network Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for installing, maintaining and troubleshooting problems with networks. Duties include: installing, upgrading, and configuring networked hardware and software; troubleshooting and resolving Local Area Network (LAN) server problems; performing maintenance activities such as performing backups and restoring files; preparing statistical reports; and, providing assistance to the user support group.		
DISTINGUISHING CHARACTERISTICS: The Network Technician is the first level of a three level network support series. The Network Technician is distinguished from the Network Specialist in that the Network Technician is responsible for installing and troubleshooting problems with LANs and LAN servers and the Network Specialist develops systems.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Troubleshoots and resolves minor Local Area Network (LAN) server problems and hardware, software, and/or configuration problems.	Monthly	A1
2.	Upgrades and installs network computer hardware and software to include building new servers and scheduling server down time.	Monthly	A1
3.	Performs network maintenance tasks such as backups, statistical reports, file restoration, and equipment replacement.	Monthly	A1
4.	Assists user support group with server issues to include diagnosing problems related to servers and networking.	Monthly	A1

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5.	Performs other duties of a similar nature or level.	As Required	N/B

<p>Knowledge (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> • Current computer applications; • Computer and network hardware; • Network cable wiring.
<p>Skills (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> • Using computers and related software packages; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
<p>Training and Experience (position requirements at entry): High School Diploma or General Equivalency Diploma (G.E.D.) and two years experience in installing and troubleshooting network hardware and software problems, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p>Licensing Requirements (position requirements at entry): None required.</p>

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Physical Requirements:

Positions in this class typically require crawling, reaching, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts and electrical currents.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98