

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Network Specialist

BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: Information Technology	ACCOUNTABLE TO: Network Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for the development and maintenance of the District's internet and intranet and for providing support for the District's Wide Area and Local Area Networks. Duties include: developing and implementing intranet applications; developing and maintaining the District's web site; assisting teachers and staff with implementing their web technology; assisting the District in developing and implementing new network technology; and, providing assistance to the user support group.		
DISTINGUISHING CHARACTERISTICS: The Network Specialist is the second level of a three level network support series. The Network Specialist is distinguished from the Network Technician by its responsibility for the development and maintenance of internet and intranet technologies. The Network Specialist is distinguished from the Network Supervisor which has full supervisory authority.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Develops, implements, and maintains the District's intranet and internet applications to include deciding on phases of implementation and choosing which technology and programming tools to use.	Daily	B2
2.	Develops and maintains the District's web site to include organizing content and choosing technology and tools to use.	Daily	B2
3.	Provides assistance to the user support group in their efforts to support end users by troubleshooting problems and implementing tool standards related to the intranet and internet.	Daily	B2
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE

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4.	Assists teachers, staff, and students with implementing their web technology to include choosing web site update methods and the proper tools to provide support.	Weekly	B2
5.	Assists the District in developing and implementing new network technology to include choosing effective technology and evaluating the technology.	Monthly	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Current computer and internet applications;
- Computer and network hardware;
- Basic network essentials;
- Web development tools and techniques.

Skills (position requirements at entry):

Skill in:

- Using computers and related software packages;
- Troubleshooting technical problems;
- Programming with script languages;
- Solving problems;
- Maintaining and repairing computer hardware and software;
- 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.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and three years networking experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

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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