



## NETWORK ANALYST

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### SUMMARY/SCOPE/GOAL

Analyze, determine, recommend, and implement the District's current and future use of technology in the area of networks, telecommunications, digital media systems, hardware, and software. Is expected to interact with the user community to achieve district approved goals. Is expected to work with minimal supervision, have in-depth knowledge of computer networking practices, and handle all aspects of network system design and connectivity problems unassisted with minimal assistance. Is expected to assist district and school-based technology staff.

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### QUALIFICATIONS

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- Bachelor's Degree from an accredited educational institution required.
- Relevant experience may substitute for Bachelor's Degree; two years of experience for each year of college.
- Four (4) years' experience in computer related field, to include three (3) years' experience in network and telecommunications systems design and/or analysis, experience as a LAN/WAN administrator, with the ability to program switches, routers, and implementing servers required.
- Hardware & Software platforms experience, consistent with the District's Information Systems Services Strategic Plan.

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##### PREFERRED/DESIRED:

- Bachelor's Degree in Computer Science or related technical field preferred.

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#### CERTIFICATIONS AND LICENSES:

##### REQUIRED:

- Cisco Certified Network Associate (CCNA). Must maintain active CCNA certification or a higher-level Cisco certification, or alternative certification approved by the Asst. Superintendent of Educational Technology.
- Valid State Driver's License.

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##### PREFERRED/DESIRED:

### PERFORMANCE RESPONSIBILITIES

#### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Implement current and advanced technologies used in school-level and district-level functions.
2. Maintain and administer LAN/WAN communications equipment, multimedia equipment, telecommunications, and computer hardware/software.
3. Hands on experience and in-depth knowledge of Cisco routing and switching technologies and capabilities.
4. Serve as third-level technical support for help desk personnel to assist with troubleshooting problems, restoring service and maintaining high levels of network and voice system availability.
5. Serve as subject matter expert and lead for systems-related functions, projects, and discussions.
6. Communicate status of network operations and responds to service disruptions.

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7. Research and keep current with technologies in computer networks, hardware, software, multimedia, and telecommunications.
8. Confer with school principals and other school personnel on matters concerning information technology and automation and assist respective school staff and teachers.
9. Assist in the preparation of district standards, specifications and bid packages for the acquisition of equipment, software and services.
10. Assist in preparing manuals and conduct training.
11. Assist in the evaluation of requirements for equipment in data processing, telecommunications, and multimedia systems.
12. Provide research and assist in developing the District technology planning, operational budgets, and capital outlay requests.
13. Perform the in-depth investigation required when security, access, and/or information policies have been violated. (This will require examination of sensitive material related to content, individuals, and could have impact on collective bargaining.)
14. Assist in performance evaluations on subordinate employees.
15. Assist in the continued monitoring and adjustment of technologies used in the entire WAN infrastructure.
16. Maintain and train on the hardware/software required to support other technical staff positions.

### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

### **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

#### **JOB RELATED:**

Demonstrated technical skills and experience related to Frame Relay, Cisco routers, switches, vLAN's, servers and workstations. Network troubleshooting and support experience with routing and switch technologies in a multi-protocol WAN/LAN enterprise environment is required. Knowledge of the operating characteristics, capabilities, and limitations of computer and networking equipment. Knowledge of concepts for telecommunications, interactive multimedia systems, and distributed processing. Knowledge of modern office methods, practices and procedures. Is expected to assist technology staff positions.

#### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### **TRAINING:**

N/A

#### **EQUIPMENT:**

Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(M) MEDIUM WORK**

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

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**TRAVEL:**

Travel between sites occasionally. Travel out of county rarely.

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**FOR HR USE ONLY:**

<b>DIVISION:</b>	Educational Technology	<b>DEPARTMENT:</b>	Information Systems Services
<b>TITLE CODE:</b>	C2026	<b>CONTENT BY:</b>	
<b>GRADE:</b>	19	<b>COMPENSATION:</b>	
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	Submitted 06/30/2020	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	01/17/06	Initial Release	Compensation and Benefits
1.1		REVISED: New format, clarified minimum education requirement.	Educational Technology

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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.