

Job Title: Network Specialist
Department: Technology Department
Reports To: Network & Security Coordinator
FLSA Status: Exempt
Salary Schedule: EC lane 03



SUMMARY

The Network Specialist's role is to ensure the stable operation and integrity of the District's network services. The Network Specialist designs, installs, and maintains the District's local area and wide area networks.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Manages all network hardware and equipment, including routers, switches, and other network equipment.

Designs, installs, and maintains each local area network within the district.

Designs, installs, and maintains the district's wide area network.

Collaborates with district administrators to assess short-term and long-term network capacity needs to perform network design and capacity planning.

Conducts research on network products, services, protocols, and standards to remain abreast of developments in the industry.

Maintains inventory of network equipment, related documentation, and technical specifications information.

Monitors and tests network performance and provides network performance statistics and reports. Recommends, schedules, and performs network improvements, upgrades, and repairs.

Configures network systems to ensure their smooth and reliable operation for fulfilling business objectives and processes. Documents the network architecture, design, and layout, including protocols and standards used, as well as documents procedures for maintaining and troubleshooting network systems and components.

Designs and deploys network systems, including routers, switches, servers, PRI's, intercoms, and other hardware and services.

Installs new copper and fiber data drops using district network standards.

Develops and maintains written documentation and schematics for each local area network and wide area network. Documentation should include detailed network information, topologies, writing schematics, active protocols, and IP addressing scheme.

Provides internet connectivity, where appropriate.

Provides network security including the implementation of network segmentation, firewalls, and access control lists, where needed.

Assists with the installation and configuration of networked software.

Coordinates closely with the Network & Security Coordinator on all deployments, designs, and issues.

Maintain a high level of confidentiality and discretion.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have technical understanding and experience with LAN and WAN technology including operating systems, security, internet connectivity, protocols, IP addressing, topologies, wiring specifications, routers, firewalls, switches, and other network peripherals.

Ability to configure Cisco switches, routers, and other network hardware.

Knowledge and experience with network security and firewalls. Demonstrated skill with computer and network diagnostic utilities and problem analysis.

Demonstrated ability to organize and work effectively with other people.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor’s Degree in related field of study and 1 year related work experience or the equivalent combination of significant college education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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 regularly required to sit; use fingers and hands to handle. The employee frequently is required to stand and walk; talk or hear; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology & Media Director II		Date: 06/17/2004	
Approved By: Executive Director, Human Resources		Date: 06/17/2004	
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 07/29/2014
<input checked="" type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 09/29/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 01/16/2019
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Director of Technology Operations & Security	Date: 04/11/2025
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	