

Job Summary:

The job of Network Analyst was established for the purpose/s of supporting WAN and LAN connectivity at the Tulare County Office of Education (TCOE) including its' remote sites, and providing WAN support to school districts that are part of our network. He/she is responsible for the design, coordination, implementation and support of a complex network infrastructure for TCOE. This position reports to the Director of Information Systems (IS) and/or the Support Services Manager.

Essential Functions:

- ▶ Analyzes WAN/LAN for the purpose of predicting problem areas and identifying issues that may need to be resolved in maintaining and optimizing WAN/LAN.
- ▶ Assists districts with Network Design for the purpose of helping our remote clients understand and create a compatible and supportable WAN component.
- ▶ Configures Network devices for the purpose of installing, upgrading, or replacing devices such as routers and switches.
- ▶ Coordinates installations of communication lines and equipment for the purpose of ensuring the implementation of the equipment and services are in place and that orders for new equipment are handled properly, that lines are ordered on time, and discounts are applied for that reduce the cost of the service and equipment.
- ▶ Designs Network systems for the purpose of creating a network solution and forming an action plan.
- ▶ Diagnoses WAN and LAN problems for the purpose of identifying the failing component or issue that is creating a network communication problem.
- ▶ Documents the Network and configurations for the purpose of creating a layout that would allow someone to repair or replace components of the network without having to spend an inordinate amount of time studying the system.
- ▶ Installs/Upgrades Network-related equipment for the purpose of creating or improving the network services.
- ▶ Works with IS staff for the purpose of providing a cohesive network environment.
- ▶ Orders Network equipment and services for the purpose of ensuring the correct components are requested and that delivery times are coordinated with services.
- ▶ Trains end-users for the purpose of ensuring the identification of components and performance of remedial network trouble shooting.
- ▶ Travels to various locations throughout Tulare County using own vehicle for the purpose of providing network support.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - manage a network system and maintain optimum efficiency;
 - track multiple projects and keep things on task;
 - design, create, install, troubleshoot and configure networks;
- ▶ **Knowledge of:**
 - router and switch technologies;
 - wiring standards;
 - security design and components relating to the Internet;
 - current funding sources and requirements that deal with Network infrastructure and support;
 - documentation and process required to install circuits and apply for discounts;
 - E-Rate methods, including bids and RFP processes;
 - CISCO hardware and CISCO IOS experience preferred;
 - FRATM experience preferred;
 - a strong knowledge of the technologies used in an Enterprise network is required;
- ▶ **Ability to:**
 - analyze projects to determine development requirements and estimate time lines;
 - communicate effectively over the phone, in meetings, video conference, or in a seminar setting;
 - establish and maintain effective working relationships with those contacted in the performance of duties;
 - introduce and train others on networking technologies;
 - work productively in a multi-tasking environment;
 - maintain a network;
 - setup and configure networks from the workstation to the communication link to ISP provider;
 - recognize trends in the Networking industry;
 - maintain records and keep documentation up-to-date;
 - keep management apprised of issues and recommend solutions for those issues;
 - advise school districts on networking issues;
 - travel in and out of county using own vehicle.

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Four years of experience working in a network environment.

Education Required:

- ▶ Bachelor's degree in job-related area is preferred.
- ▶ Eight years of verifiable experience as a network technician may be accepted in lieu of the Bachelor's degree.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

January 2013

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.