



LAKE STEVENS SCHOOL DISTRICT NO. 4
Lake Stevens, Washington 98258

J O B D E S C R I P T I O N

POSITION: Network Analyst

REPORTS TO: Technology Manager

SUMMARY:

The Network Analyst will have the responsibility for implementing and maintaining District infrastructure services. That includes the maintenance and operation of District IT systems and servers, including hardware, operating systems, and applications. The Network Analyst coordinates work processes with others to ensure effective and complete maintenance and support of systems and servers across the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily on-site. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Administers district servers, including e-mail, terminal services, database, internet, print, desktop and server management and backup servers and their associated operating systems and software. Analyzes and resolves problems associated with district servers; determines users' level of access to directories and/or files.
- Administers District G-Suite domain; makes recommendations regarding management policies and implements policies to manage Google Apps accounts, as well as Chromebook devices, as directed.
- Administers, monitors, and troubleshoots the District wireless network.
- Installs, maintains, and configures network applications such as Follett-Destiny and assists in the development and implementation of new server applications.
- Administers network security including web content filtering to ensure CIPA compliance, anti-virus and intrusion detection systems. Performs server and security audits.
- Establishes District Service Level Agreements for various servers and systems; Develops and implements District response for disaster recovery to include backup/restoration of district servers, in accordance with established SLAs.
- Practices data center management, including maintenance of server hardware, operating systems, and virtual servers to track the state, health, and performance of systems and servers.
- Works in conjunction with Information Systems and Washington Schools Information Processing Cooperative (WSIPC) on configuration and maintenance of District servers for core fiscal, human resources, and student information systems.
- Manages and configures district VOIP system.
- Performs repairs and recoveries from hardware and software failures; coordinates and communicates with impacted individual(s).

- Provides escalation point for technical support of users. Serves as a resource to other Technology department and building technology staff to resolve complex hardware or software problems.
- Develops and provides informal training to users in district systems; responds to user inquiries about district e-mail and shared peripherals.
- Applies patches and upgrades on a regular basis; upgrades administrative tools and utilities; configures/adds new services when necessary.
- Perform installation, troubleshooting, repair, and maintenance of the district video surveillance system.
- Provide file restoration as available.
- Performs project and procurement management duties as assigned.
- Participates in developing RFP's for procurement of network equipment and filing E-rate applications.
- Researches and recommends approaches that leverage resources for systems administration tasks. Leads development and implementation of new server applications. Participates in decisions regarding hardware and software upgrades to the District's network.
- Keeps current of new technologies through trade journals, vendors, user groups, professional associations and technical seminars. Evaluates and makes recommendations for purchase of new infrastructure systems to include application software and hardware.
- Performs other duties as assigned to support the success of the district programs.
- Promote and practice professional growth and development.
- Communicate a positive image of the employer through personal and professional avenues.
- Performs other related duties as required.

JOB KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of Microsoft Active Directory. Experience in domain management role.
- Advanced knowledge of virtualization and cloud-based computing technologies.
- Advanced knowledge of VMWare.
- Advanced knowledge of storage technologies.
- Advanced knowledge of Microsoft Windows Server 2008 and above, and related technologies.
- Advanced knowledge of network authentication systems such as LDAP, DNS, TCP/IP and WINS.
- Advanced knowledge of endpoint security and management.
- Knowledge and experience managing a G-suite domain.
- Knowledge and experience in Cisco network/server hardware and configuration.
- Ability to write administrative scripts.
- Ability to identify and manage complex interrelationships between different components.
- Ability to diagnose network software and hardware problems and develop appropriate and cost effective solutions.
- Ability to assess and assure network security.
- Ability to independently establish daily work priorities and accomplish tasks in a timely manner.
- Ability to establish and maintain effective client relationships.
- Ability to effectively communicate technical information to non-technical audiences.

- Ability to prepare and maintain clear and accurate project documentation and records.
- Ability to work effectively as a member of a team with other technical and professional employees.
- Ability to maintain confidentiality of sensitive information.

EDUCATION/LICENSE/PERMIT REQUIREMENTS:

- High School Diploma or equivalent
- Valid Washington State Driver's License and a good driving record
- IT Professional Certifications (A+ Technician certification or equivalent experience)

PRIMARY WORKING RELATIONSHIPS:

- Technology Manager
- Other members of the Technology Department
- Building technology contacts or building principals
- General district staff
- Students
- Vendors, Manufacturers, and suppliers

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

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.

Must possess a valid Washington State driver's license and must be able to travel to various district locations. May be required to use own vehicle with mileage reimbursement

May be required to work during non-business hours when required to maintain network operations.

Must be able to lift computers and peripherals weighing up to 50 pounds, and must be able to work in confined spaces and install, modify, or replace computer networking equipment.

EVALUATION: Will be evaluated annually by the Technology Manager

TERMS OF EMPLOYMENT:

Work Days:	260
Hours	8 Hours per Day
Vacation Days:	Per Board Policy
Salary:	PSE of Lake Stevens; Technology Group III
Benefits	Per PSE of Lake Stevens Collective Bargaining Agreement

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.