

SENIOR NETWORK SPECIALIST  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Coordinates and supervises the installation and maintenance of local area networks (LANs) and their operating systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher-level employee, this position is responsible for making recommendations concerning the planning, installation and maintenance of local area networks and their operating systems and coordinating activities of subcontractors and other Regional Information Center personnel. An incumbent may be assigned to one district to oversee the network on an on-going basis. Position has supervisory responsibility over support positions (i.e., Network Specialists, Associate Network Specialists).

EXAMPLES OF WORK: (Illustrative Only)

Works closely with Project Managers to create and coordinate scheduling, acquire necessary network project information such as hardware installation timetable, and establishes a schedule for Associate Network Specialists and Network Specialists to ensure timely completion of projects;

Communicates and coordinates with subcontractors and interfaces with appropriate personnel within the Regional Information Center;

Supervises and assesses progress of daily network technical support assignments;

Provides phone support for Network Specialists and Associate Network Specialists in the field;

Provides direct customer support to troubleshoot complex network problems through field visits or by telephone;

Assists Educational Technology Department with proposals, site inspections and plans, computer laboratory specifications and technical support;

Attends workshops and seminars to maintain up-to-date knowledge of LAN technologies and network operating systems;

Performs related office work: submits reports regarding status of projects; reviews network proposals for accuracy.

May also configure, install, and maintain wide area networks (WANS), or assist other staff in these activities as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and procedures involved in local area networks (LANs); thorough knowledge of the various applications and other software required to maintain the LAN operating systems; thorough knowledge of the three operating systems used by the Lower Hudson Regional Information Center, Novell, NT and Apple; thorough knowledge of LAN systems configuration; ability to analyze and resolve LAN systems software problems; ability to monitor and maintain LAN systems software products; ability to plan and direct the technical work of lower level technical positions; ability to work and deal effectively with sub-contractors, vendors and school district personnel; ability to communicate both orally and in writing; ability to think logically; good judgment; initiative; resourcefulness; willingness to travel to different work sites; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) an Associate's Degree\* in Computer Science or a closely related field and three years experience installing and maintaining local area networks; or (b) Associate's Degree\* in Computer Science or a closely related field and three years experience installing and maintaining local or wide area networks (LAN/WAN combination), two and a half years of which must have been in local area networks; or (c) four years experience installing and maintaining local or wide area networks (LAN/WAN combination), three and a half years of which must have been in local area networks;(d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

\*Note: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting institution.

SPECIAL NOTE: Current/active certification as a Certified Network Engineer, i.e., CNE or CCNA from Novell, or a Microsoft Certified Engineer (MCE) may be substituted for six months of the required experience.

SPECIAL REQUIREMENT: At time of appointment, possession of valid license to operate a motor vehicle in the State of New York.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.