JUNIOR NETWORK SPECIALIST

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under direct supervision of a higher level technical employee, this position assists in the installation, maintenance and technical support of local and/or wide area (LAN and/or WAN) computer networks. Incumbent is required to respond to service calls from district users. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists and participates in the cabling, configuring, and installation of local and/or wide area network hardware, i.e. work stations, smartboards, printers, scanners etc., and software;

Assist in support and maintenance of network desktop PC's;

Assists and participates in troubleshooting hardware and software conflicts and problems;

Assists and participates in providing required upgrades and patches;

Assists and participates in providing required configuration changes;

Assist with the troubleshooting and maintenance of LAN and/or WAN connectivity;

May maintain a database of configurations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

<u>REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES</u>: Familiarity with microcomputers; ability to learn operating systems; ability to develop knowledge of personal computer operations and local and/or wide area networks; ability to develop effective working relationships with district personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; willingness to travel to different work sites; tact; resourcefulness; physical condition commensurate with the duties of the position.

<u>MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE</u>: Possession of a high school or equivalency diploma and one (1) year of experience installing, operating, and maintaining local area networks (LAN) and/or wide area networks (WAN).

<u>SUBSTITUTION #1</u>: Satisfactory completion of 30 college credits* towards a degree in Computer Science, Information Technology, or a closely related field may be substituted for one (1) year of work experience described above.

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<u>SUBSTITUTION #2</u>: Current/active certification as a Cisco Certified Network Associate (CCNA) for switching and routing or wireless, certification on the current Windows Server Operating System (or version immediately preceding) from a Microsoft authorized training center, or certification on LINUX may be substituted for six (6) months of the required experience.

<u>NOTE</u>: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

<u>*SPECIAL NOTE</u>: 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.

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

Towns, Villages Cities of Rye, Peekskill School Districts J. C.: Competitive FAA9 1h Job Class Code: Municipalities 0760 School Districts S811