



Pickens County Schools

Job Descriptions

NETWORK ASSISTANT ANALYST

Title/Position: Network & Software Assistant Analyst

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Salary: Classified Salary Schedule Grade I (Starting pay \$21.00/hour)

Reports to: Chief Technology Officer

Qualifications: Minimum Bachelor's Degree

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

SPECIAL KNOWLEDGE AND SKILLS:

- Familiar with a variety of the educational field's concepts, practices, and procedures.
- Strong project management or organizational skills.
- Advanced knowledge with MS Office, HTML5, JavaScript, Python, and software.
- In-depth knowledge of social media and how they can be leveraged.
- Demonstrates creativity and documented immersion in Social Media.
- Maintains a working knowledge of principles of SEO including keyword research. Highly knowledgeable in the principals of "Search and Social".
- Advanced knowledge of Network architecture and security.

RESPONSIBILITIES

- Develop, maintain, and update the district website.
- Social networking sites including Facebook, Twitter, and other similar sites.
- Collaborate with system personnel and payroll, human resources, student information, and transportation, etc. system software vendors and technicians to ensure that PCSD needs are met.
- Assist schools and the district with customized applications.
- Posting relevant communications to the district website and social media sites.
- Create, implement and coordinate strategies for the proper use of website and social media with school level website coordinators.
- Work with Network Analyst to ensure the proper operation of Local & Wide – area networks throughout the school district, and provide second – level hardware, software, and networking support.
- Provide support to end users throughout the country.
- Actively participate in the installation of new technology.
- Consult with users to define technical needs and requirements.

- Exercise discretion within assigned work areas, and make recommendations to facilitate the needs technology solutions.
- Produce and publish district manuals and communications as needed.
- Perform other duties as assigned.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*