



# Pickens County Schools

## Job Descriptions

### NETWORK ANALYST

**Title/Position:** Network Analyst and Administrator

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade J (Starting pay \$24.50/hour)

**Reports to:** Chief Technology Officer

- Qualifications:**
1. Three years successful work-experience designing and configuring structured networks and supporting LAN products and applications.
  2. Hands-on experience with TCP/IP, Ethernet, fast Ethernet, Hub's, multi-protocol routers and switches.

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

### RESPONSIBILITIES

- Ensure the proper operation of Local and Wide – Area networks throughout the school district, and provide second – level hardware, software and networking support.
- Research and recommended new technologies that may add value and quality to the school system operations.
- Provide hardware, software and networking support to end users throughout the county.
- Design and configure systems to operate according to design specifications within assigned work area.
- Coordinate and actively participate in the installation of new technology – based labs.
- Consult with users to define technical needs and requirements.
- Exercise discretion within assigned work areas, and make recommendations to facilitate the needs technology solutions.
- Ensure that the technology naming and numbering standards are followed.
- Define training needs and requirements to ensure smooth network operations.
- Thoroughly document unique networking solutions and configurations, and share information with technology personnel.
- Setup, test and provide training on all technologies as acquired by the school system.
- Attend and participate in staff meetings.
- Professionally represent the school district at meetings, conventions and conferences when required and approved.
- Maintain a positive, professional and safe work environment.
- Perform and promote all activities in compliance with equal employment nondiscrimination policies of the Pickens County School District.

- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to assignments.
- Review current developments, literature and technical sources of information related to job responsibility.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as School Board policies.
- 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.*