

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Cost Center Network and Communications

#### QUALIFICATIONS

- Associate's Degree in Computer Science or a related field and two (2) years' experience OR an equivalent combination of four (4) years education, technical training and/or experience which reflects the required knowledge, skills and abilities to perform essential job functions.

#### KNOWLEDGE, SKILLS, ABILITIES

- Technical proficiency in network installation, administration, support, and the use of computer applications and technical equipment as related to departmental functions.
- Extensive knowledge of various types of computer hardware and software that is unique to cost centers.
- Skill in operating computers and peripherals, mobile devices, and networks.
- Ability to coordinate and manage installations and projects dealing with technology.
- Skills in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications, organization, and time management.
- Ability to plan, organize, prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with a variety of audiences.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

#### SUPERVISION

**REPORTS TO** Cost Center Director  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To provide on-site technical support for the cost center, including installation and maintaining the LAN and other hardware; to work with the Information Services Department in implementing new hardware, software, and related technology.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Work with the District network specialists to install, configure, troubleshoot, and support administrative and instructional networks as needed, including file servers, operating systems, application software, workstations, network electronics, and cabling.
2. \*Maintain hardware and software inventories as directed by supervisor.
3. \*Troubleshoot existing network systems, including minor and major hardware maintenance, upgrades, and repairs for workstations, file servers, network hardware, peripherals, and Network Operating Systems for both LAN and WAN.
4. \*Ensure appropriate security, both physical and electronic/software, for desktops/laptops, file servers, and other hardware and network equipment.
5. \*Coordinate backup of all servers and data systems.
6. \*Coordinate the administration of all users in the instructional domain and provide appropriate levels of security for all users, including printer services, access, and backups.
7. \*Coordinate with and assist District Information Services Department staff in the implementation of network upgrades, expansions, or integration of existing/new LANs, and the maintenance of accurate network diagrams.
8. \*Consult with administrative staff as requested to lend support in the process of ordering technology and accessories and evaluate and recommend equipment to be removed from inventory (surplus) and be designated as obsolete.
9. \*Follow District Technology Plan, Acceptable Use Policy, copyright laws, and technology guidelines.
10. \*Support and advise the cost center's technology committee/team to ensure technology integration and overall effectiveness.
11. \*Provide training for all technology.
12. \*Coordinate with outside agencies all communications requirements. This includes coordination with the Federal Communications commission when applicable.
13. \*Coordinate and maintain the surveillance systems, to include both video and security access.
14. Perform other duties as assigned by the Cost Center Director.

\*Denotes essential job function/ADA

# SPECIALIST, Cost Center Network and Communications, Page 2

## EQUIPMENT / MATERIALS

Standard office equipment, computers, cable testers, toners, hand tools, drills, soldering equipment, van.

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Balancing** Maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Crawling** Moving about on hands and knees or hands and feet.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Feeling** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-E \$49,294 - \$87,539**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 50  
Function Vary  
Job Code 2071  
Survey Code 65027

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

April 18, 2017

Previous Board Approval

ADA Information Provided by Joseph Ranaldi  
Position Description Prepared by Joseph Ranaldi