

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, DS Network Operations

QUALIFICATIONS

- Bachelor's Degree or the equivalent in experience such as Microsoft Certified Engineer, preferred.
- Strong working knowledge of Microsoft 2000 environments.
- Proven programming experience using C, C++, Java, Visual Basic, or other compiled language, preferred.
- Strong technical knowledge and experience with the Internet, its features and functionality.
- Demonstrated ability to learn new technical skills quickly and solve/address complex technical problems effectively.
- System administration skills, Windows 2000, web server installation, configuration and administration, preferred.
- Working knowledge of computer security issues (use of secure shells, firewalls) and knowledge of security programs.
- Proven experience with Internet/Intranet protocols: SPX/IPX, TCP/IP, HTTP, FTP, Telnet, Terminal Services, preferred.
- Exposure to enterprise-wide databases, such as Sybase, Informix, Oracle, Access, and SQL etc.
- Proven ability to write database queries and scripts.
- Disaster recovery planning and avoidance experience, preferred.
- Knowledge of Crystal Reports a plus.
- Continuing Protocol training to address support issues and coordination.
- Knowledge of telephony architecture and computer telephony integrated applications a plus.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to job functions.
- Strong communication and interpersonal skills; ability to work as part of a team.
- Skill in problem solving, human interaction and conflict management.
- Bilingual language skills.
- Ability to train others.
- Ability to be flexible, handle a variety of tasks and manage multiple tasks.

SUPERVISION

REPORTS TO Coordinator, Dining Services Operations
SUPERVISES No supervisory duties

POSITION GOAL

To recommend, implement, and maintain the Client-Server tools and environments for support of applications developed or maintained by the Dining Services department of SCPS.

PERFORMANCE RESPONSIBILITIES

1. * Ensure that Network Operating systems' software, i.e. Novell, NT, Fax Servers, are configured to meet application and production system requirements.
2. * Assist in application development with scripts.
3. * Maintain IP addressing throughout the SCPS Dining Services network.

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4. * Maintain 3rd party system management tools such as scheduling, process queue priority, spool file management and network distribution, as well as remote management of LAN file servers. All management tools will be interfaced via HP Openview
5. * Recommend, install and manage enterprise desktop productivity tools, i.e. faxing, printing.
6. * Participate in formulation of disaster recovery, backup, system monitoring and emergency procedures for both the Internet and Intranet infrastructures.
7. * Maintain a proactive role understanding and evaluating vendor's products for internetworking.
8. * Provide hardware and software support for all Internet/Intranet systems
9. * Complete hardware/software installations, debugging of existing problems, and on-site support as required.
10. * Administer the Web servers for Internet support.
11. * Manage remote access connectivity and security to the enterprise network.
12. * Provide technical application support for MS Exchange mail administration.
13. * Provide system administration.
14. * Coordination with 3rd party vendors in problem resolution, research, maintenance and testing of products
15. * Primary technical lead in researching and testing the integration of proposed solutions.
16. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer, Internet

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY

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.
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.
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.

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

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

POSITION CODES

PeopleSoft Position 00000073
Personnel Category 14
EEO-5 Line 44
Function 7600
Job Code 1973
Survey Code 76099

FLSA

Applicable
 Not applicable

Previous Approval Date

BOARD APPROVED

April 9, 2002
June 12, 2001

ADA Information Provided by Dan Andrews
Position Description Prepared by Dan Andrews