

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	IT Specialist II, Network	Range:	48
Date Revised:		Date Approved:	October 26, 2021

### PRIMARY PURPOSE

This position is responsible for designing, developing, planning, implementing, and maintaining data communications networks, network operations, and security protocols. Responsibilities include deploying, maintaining, and monitoring servers, networks, and network operating systems. Develops network operating procedures, policies and standards, and troubleshoots network-related problems.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Assist in the design, development, and maintenance of the network physical infrastructure incorporating multiple technologies and protocols; install, upgrade, replace, configure, integrate and maintain network hardware, software and devices, including servers, switches, routers, bridges, gateways and cabling and other wiring equipment. Create, reallocate, or delete subnets or virtual networks to improve performance. Monitor, maintain, and increase security protocols in accordance with District policy and industry standard.
2.	Monitor the performance of the network system; optimize & tune operating systems to resolve performance issues, troubleshoot network connectivity problems; track possible problem areas affecting response time and prepare recommendations for correction of problems and improvement in performance.
3.	Administer storage area network (SAN), including configuring network storage directories, volume controllers, and redundant array of independent disks (RAID) arrays, creating managed disk pools and volumes, creating new allocations, and monitoring storage usage, performance, and access rules.
4.	Research, evaluate, implement, monitor and test proposed network hardware, software and related equipment for end users; troubleshoot and resolve technical problems.
5.	Create and implement network operating procedures, policies, and standards in consultation with industry standards and develop, implement and maintain backup and disaster recovery procedures.
6.	Develop, conduct and provide technical training and assistance for technical staff and end users; write and update technical and user documentation.
7.	Remain current in network and data communication technologies and maintain technical skills.
8.	Create, maintain, and disseminate documentation on, servers, network hardware, software, security incidents or protocols, and resources.
9.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Perform related duties as assigned.

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## OTHER FUNCTIONS

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### WORKING RELATIONSHIPS

The IT Specialist II, Network maintains frequent contact with various District departments and personnel, vendors and outside contractors.

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### EDUCATION AND EXPERIENCE

#### Minimum Qualifications

An Associate degree in Computer Science, Information Systems, or related field and minimum four (4) years' experience maintaining computer networks or equivalent combination of education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

#### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of mid and large server installations and management  
Knowledge of security protocol and industry standards  
Knowledge of Institute of Electrical and Electronics Engineers (IEEE) regulations and standards for network engineering architecture, design and implementation  
Knowledge of local and wide area network protocols  
Knowledge of IP routing protocols  
Knowledge of policies and procedures for maintaining network integrity and security  
Knowledge of performance measurements and process improvement methodologies  
Knowledge of correct English usage, grammar, and spelling  
Ability to analyze, specify, design, develop and maintain local and wide area networks, servers, and related data and computing services  
Ability to install, test and maintain vendor and in-house developed tools and systems  
Ability to analyze customer requirements and propose effective and efficient technical solutions  
Ability to propose cost-effective solutions to complex problems  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to communicate effectively, both orally and in writing  
Ability to understand and follow oral and written directions  
Ability to establish and maintain effective working relationships with others

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### SPECIAL REQUIREMENTS

A valid California Driver's License

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**WORKING CONDITIONS**

Professional information systems office environment; subject to lifting (up to 50 lbs. unassisted); subject to exposure to electrical hazards; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); standing for long periods of time (2-3 hours), repetitive use of upper extremities, fine finger manipulations, including hand coordination activities; driving to a variety of locations to attend or make arrangements for activities and events.

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