NETWORK ANALYST

Purpose Statement:

Under the direction of the Executive Director of Technology Services, the Network Analyst provides technical and resource services for the purposes of planning, designing, installing, monitoring, securing and maintaining the district's wide area network, Internet access, wireless access, communications systems and local area networks; planning and installing network cabling; analyzing local area and wide area network traffic; providing network user support and assistance.

Essential Functions

• Administers the District's wide area network (WAN) and all local area network (LAN) connections, including hardware, Voice/Telecommunication system, software, access to web-based systems, wireless networks, Internet, and security issues, for the purpose of maintaining the integrity and operational capability of District systems.
• Performs queries to search data and network communications in response to public records requests and negotiations.
• Protect the District's information technology systems, networks, and data from cyber security threats and breaches.
• Monitor, analyze, and respond to cyber security incidents by anticipating and defending against cyber threats.
• Performs internal and external vulnerability assessments and network penetration testing.
• Plans and recommends projects for the purpose of installing and maintaining computer hardware, cabling, routers, switches, wireless hardware and appropriate software.
• Applies logic, problem analysis/resolution, and interpersonal skills to support other department staff in resolving the most complex technical problems of the system to meet user needs.
• Documents, obtains and shares information to technology staff on existing and future systems to set technical procedures to be used.
• Diagnoses, repairs and tests network equipment (e.g. servers, data communications hardware, lines, routers, wireless coverage etc.) and software problems for the purpose of maintaining integrity and reliability of the network.

Other Functions

• Performs other related duties as needed and assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, highly complex technical tasks with a need to routinely upgrade skills in order to meet changing job conditions.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans.

Responsibility

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10%. walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience

Four years of job-related experience with increasing levels of responsibility is required.

Education

Any combination of training and experience equivalent to graduation from high school, or equivalent supplemented by two years college level coursework in programming, network administration, and/or data communications and four years of increasingly responsible experience in the design, implementation and monitoring of network hardware and software in a wide area network environment. A current Cisco Certified Network Associate Certification may be substituted for the four years of experience.

Required Testing
Pre-Employment Drug Screening Pre-Placement Physical Exam Pre-Employment Proficiency Test

Certificates & Licenses
Valid State Driver's License & Evidence of Insurability

Continuing Ed./Training
Continuing education in CompTIA Network+ and Security+ will be required post hire.

Clearances
Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSAS status

Non-Exempt

Approval Date

Salary Grade

Confidential 39