

COMPUTER SPECIALIST

DEFINITION

Under the general direction of the supervisor, plan, organize, and manage the District's E-mail System and e-mail servers; assist with and support the maintenance of the District network and data management systems; instruct and train personnel at various sites in the use of E-mail and related areas; perform other related work as required.

ESSENTIAL FUNCTIONS

Perform a variety of technical functions including installing, configuring, and managing Windows NT 4.0, Windows 2000, and Linux networks and servers; evaluate, install, test, implement, monitor, and maintain complex systems, e-mail software and hardware, application software, and appropriate hardware; maintain network backups of E-mail, licensing, security, and virus protection; provide remote and on-site E-mail administration; maintain network documentation and disaster prevention and recovery plans; communicate effectively with end users both orally and in writing; work with student attendance system (Aeries) both at the District and site levels; other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Windows NT 4.0 and 2000 Server, Local Area Networks in a multi-platform environment; Ethernet and Windows 95, 98, Windows 2000 Pro, Red Hat Linux 7.XXX ;
Data Base Management Systems programming;
Macintosh networking;
HTML to customize the District Internet mail client interface if it is required and District Home Pages.

Ability to:

E-mail System Management

- Evaluate, plan, and design an Enterprise e-mail system
- Specify the hardware and software requirements for the District e-mail system
- Install, configure, manage, and secure a comprehensive e-mail system
- Evaluate, configure, and support e-mail clients that need to work with the District electronic mail system
- Troubleshoot E-mail system and experience of supporting and training end users to utilize e-mail more productively

Networking

- Install, configure, manage, and secure Windows NT 4.0, Windows 2000, and Linux networks
- Add servers and services to the existing District networks
- Configure, manage, and troubleshoot DNS, WINS, DHCP, IIS, and FTP servers in a multiplatform networking environment
- Manage user accounts and groups
- Backup and restore data in a network environment

EDUCATION AND EXPERIENCE

Education:

Completion of the twelfth grade and supplemented by coursework and additional training in the use of computers, software, peripherals, and the various systems currently in use in the District.

Desirable:

Bachelor's Degree in Computer Science or an equivalent related field; possession of MSCE, CCNA, RHCE, Network+ Certificate from Microsoft, Cisco, Red Hat, or CompTIA

Experience:

Minimum of two (2) years of experience managing Microsoft NT or Server 2000 Local Area Networks in a multi-platform environment.

Desired:

Experience in installing hardware and software; experience with Ethernet and Windows 9X, 2000 and Windows NT; data base programming software (Microsoft Access, SQL).

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting, carrying, pushing, and/or pulling of objects weighing up to 75 pounds with frequent lifting of objects that weigh up to 50 pounds; physical dexterity in limbs and digits necessary to operate equipment used in the electronic trade.

Working Conditions:

Duties will require working both at the District Office and at other sites throughout the District.

Pre-placement Physical: Class I