

**School District of Santa Rosa County  
Job Description**

**Senior Network Analyst I**

<b>Reports to:</b> Data Processing Manager	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Various	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 26, 2014	<b>Job Code:</b> 11040
<b>Position #:</b> 44160	<b>Range:</b> 18

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Plans and coordinates training activities for school level technology contacts;
- Assists schools in preparing hardware and application software specifications;
- Assists school technology contacts with network hardware and software installation and maintenance;
- Assists schools with software control processes (licensing, copyright);
- Trouble shoots hardware, software and network problems on computer systems;
- Transfers batch data from a variety of computer systems via communication networks;
- Supports technology conferences;
- Completes district level technology reports as necessary;
- Supports instructional and media software programs;
- Provides support to district training lab for PC installation, upgrades and maintenance;
- Performs other duties as required or assigned.

**Supervision Received:**

Data Processing Manager

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED.
- Completion of two years of technical courses in application systems, computer repair, network support or equivalent work experience.
- Four years combined experience in the support of computer software in a network environment.
- Valid Driver's License.

**Preferred:**

N/A

**Physical Demands:**

Operate and setup microcomputers, pick up and move computer equipment weighing up to 35 pounds. Inside exposure to noise associated with computers operating; exposure to electrical wiring and apparatus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.