School District of Santa Rosa County
Job Description

Senior Network Analyst II

Reports to: Data Processing Manager	**FLSA Status:** Non-Exempt
Department: Various	**Prepared by:** Human Resources
Date: June 26, 2014	**Job Code:** 11040
Position #: 44165	**Range:** 20

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.
- Works with school-level technology contacts and administrators for planning of school networks;
- 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);
- Troubleshoots hardware, software and network problems on PC 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 labs for PC installation, upgrades and maintenance;
- Load and test new software on network servers, Workstations and stand-alone computers;
- Provide training for school-based users on adopted software;
- Provide training for school-based users on software maintenance and upgrades;
- Troubleshoot network software problems and coordinate with vendors for solutions;
- 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.
- Two (2) years of college level **or** technical courses in computer systems **or** application systems.
- Completion of a formal training program in network operations including training in Windows Networking
- Four years of experience in system support or computer network support.
- 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, exposure to conditions in K-12 classrooms. 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.