

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Network Specialist

**BASIC FUNCTION:** Under the supervision of the area Manager, plans, configures and maintains the District's local- and wide-area voice and data networks. Performs other related work as required.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Responsible for the configuration and installation of the District's telecommunications and data networking infrastructure. This includes, but is not limited to, the installation and configuration of hardware and software associated with local- and wide-area communications networks; Ether-net, local-talk and fiber optic cabling systems; local, key telephone systems; digital and analog voice and data networks using shielded and unshielded twisted-pair wiring; personal microcomputers; and maintenance of the voice mail and automated attendant systems.
2. Assists with the design of new telecommunications and data network structures that support the District's voice and data goals and objectives.
3. Responsible for the installation and configuration of hardware and software on the District's central PBX equipment (in conjunction with factory trained technicians and in accordance with factory approved methodologies) or responsible for the installation, configuration and monitoring of the network electronics and system software that makes up the District's local- and wide-area networks.
4. Works with common carriers and vendors to install and configure telecommunications and network trunks, circuits, routers, bridges, hubs and other network-attached electronics.
5. Prepares configurations for microcomputers and assists with their installation.
6. Designs and installs Unix, Windows NT and Novell servers.
7. Prepares utilization reports on the District's telecommunications and data network systems.
8. Makes recommendations to the Director regarding improvements and efficiencies within the telecommunications and data network systems.
9. Fulfills administrative reporting requirements.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution in a related field is required.

**EXPERIENCE:** At least three years of professional experience installing and configuring telecommunications or data networks.

**LICENSES/CERTIFICATIONS:** Must possess either NEC's NEAX 2400 System Administrator Programming certificate or be a Certified Novell Engineer (CNE), or the equivalent work experience.

**KNOWLEDGE OF:** A working knowledge of microcomputers.

**ABILITY TO:** use appropriate testing equipment; use hand tools as required to perform job duties; establish and maintain an effective relationships with staff, students and others. Must possess a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental staff, contractors, vendors, consultants.

**PHYSICAL EFFORT:** Dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard. Requires the ability to lift up to 50 pounds.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.