

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Network Specialist – Data

**BASIC FUNCTION:** Under the supervision of the area Manager, implements and maintains a secure network for the District and its users; identifies and mitigates network threats such as denial of service attacks, virus outbreaks, SPAM, or any e-mail abuses, unauthorized application use that may threaten the integrity of student, faculty, and/or staff data; ensures proper backup and restoration of servers and data stored on them; manages network infrastructure and resources.

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

**REPRESENTATIVE DUTIES:**

1. Installs, configures, manages, monitors and troubleshoots: network firewall, server back-up and disaster recovery, virtual private network concentrator, anti-virus protection, anti-SPAM protection, email server, and lists server.
2. Installs, configures, manages, monitors and troubleshoots: routers, routing software, routing production environment, switches, switching software, switching production environment, UPS systems, UPS support of the networking production environment, wireless access points, the wireless networking production environment, and the network management stations and network management appliances.
3. Installs, configures, manages, monitors, and troubleshoots: all District Directory Services (Novell eDir & Windows Active Directory including DHCP, DNS, user/group account creations, shared storage resources, and server resource security.
4. Installs, configures, manages, monitors and troubleshoots: District network printing environment for all District computer applications.
5. Maintains inventory records for network electronics and UPS hardware.
6. Maintains network diagrams and IP addressing documentation.
7. Evaluates and recommends new security, network and server hardware/software for purchase and implementation.
8. Maintains server inventory records including Hostnames, IP addresses, and applications.
9. Supports the user environment by answering emails, phone calls, completing work orders, submitting work orders for faculty, staff and students; acts as an expert technical resource on network electronics and the infrastructure's roll in the production environment.
10. Provides work direction to part-time hourly staff.
11. Maintains current knowledge of networking, including network server operating systems, network server applications, workstation OS and workstation software applications.
12. Maintains records of work and documentation, including installation procedures for server applications and procedures for client workstation connectivity to server apps.
13. Performs operation task on networked servers and their operation systems for academic and administrative applications running on District servers.
14. Troubleshoots problems with LAN/WAN connections and correct problems in network, server operating systems, and server applications.

15. Provides second level support for District micro support desktop staff.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution is required. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full-time experience equaling 30 semester units of college. Additional qualifying experience may substitute for the required education on a year for year basis with one year of full-time experience equaling one year of education.

**EXPERIENCE:** At least two years of experience installing, configuring, and working with local- and wide-area networks, is required.

**LICENSES/CERTIFICATIONS:** Current CCNA (CISCO Certified Network Administrator) certificate; must possess a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, are required.

**KNOWLEDGE OF:** Microcomputers and their operating systems. Knowledge and experience with Novell NetWare and Windows server operating systems.

**ABILITY TO:** Use appropriate testing equipment and use hand tools to perform job duties.

**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.