FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Network Specialist

BASIC FUNCTION:

Under the direction of the HTCTU Director, provide in-house and field support of computer systems, networks, servers and assistive and instructional software; provide support for the purchase of software, computer systems, related peripherals and other electronic systems for the High Tech Center Training Unit (HTCTU).

REPRESENTATIVE DUTIES:

1. Provide in-house and field support of computer systems, networks, servers and assistive and instructional software.
2. Install and configure specialized hardware and software; set up and break down computer hardware and software for in-house training.
3. Operate and maintain HTCTU computer systems, associated peripherals, software, networks and servers; drive to various sites to provide technical assistance as needed.
4. Assist other High Tech Centers in the purchase, maintenance or repair of computer systems, networks, associated peripherals, software and assistive technologies.
5. Provide technical support and assistance with other electronic systems including modems, phones and other systems as required.
6. Provide recommendations regarding purchasing computer systems, peripherals, software and assistive technologies; identify competitive vendors.
7. Research and identify equipment to meet the requirements of the HTCTU programs.
8. Maintain database for HTCTU line items or open purchase orders related to hardware or equipment maintenance.
9. Maintain State-wide E-mail, list serve, network and related operations; maintain assigned remote access network.
10. Prepare and maintain records and reports related to new, loaned and surplus equipment and computer hardware and software upgrades.
11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Methods and procedures of operating electronic computers and peripheral equipment.
2. Computer hardware systems and software applications utilized by the District.
3. Diagnostic techniques and procedures used in electronics installation and repair.
4. Technical aspects of field of specialty.
5. Record-keeping techniques.

6. Oral and written communication skills.

7. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Provide in-house and field support of computer systems, networks, servers and assistive and instructional software.

3. Install and configure various software applications.

4. Operate and maintain HTCTU computer systems, associated peripherals, software, networks and servers.

5. Provide technical assistance to computer systems users.

6. Maintain current knowledge of technological advances in the field.

7. Maintain records and prepare reports.

8. Communicate effectively both orally and in writing.

9. Meet schedules and time lines.

10. Plan and organize work.

11. Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: College-level course work in computer science or related field and two years experience in microcomputer systems set-up, maintenance, repair, user support and training.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Office environment.

2. Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information in person and on the telephone.

2. Dexterity of hands and fingers to operate a computer keyboard.

   Seeing to view a computer monitor.

3. Lifting and carrying moderately heavy objects.

4. Bending at the waist.

**DATE APPROVED:** March 1, 1999

**RANGE:** N-56

**EEO-CATEGORY:** H-50