



## NETWORK TECHNICIAN 2

Job Code: 568ABE  
Bargaining Unit: 02  
Effective Date: 8/1/1995

### Description of Work

#### General Statement of Duties

Provides technical support to microcomputer and microcomputer network administrators and/or department/office managers to include recommending hardware and software, installing, maintaining, and resolving problems; researches, recommends and implements network interconnection and host network communications; and performs related duties as required.

#### Supervision Received

Works under the general supervision of a unit manager.

#### Supervision Exercised

May provide technical work direction to microcomputer network personnel.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Provides support in response to users' microcomputer and/or local area network questions and problems.

Trains users to operate microcomputer hardware and software.

Researches and evaluates technology trends and hardware and software developments.

Assesses information system needs and recommends appropriate hardware and software.

Writes hardware and software specifications and assists departments through the purchasing process.

Installs, configures and tests network and workstation hardware and software and network servers, such as asynchronous communications servers.

Manages established wide area and/or local area microcomputer networks.

Troubleshoots and resolves problems related to hardware and software.

Researches, recommends and implements network interconnection, including use of internal and external bridging, backbone and sub-network architectures.

Manages and determines Novell server addressing for local and interconnected networks.

Manages and determines Internet Protocol addressing for workstations and network devices.

Installs and configures Transmission Control Protocol/Internet Protocol network software on workstations including the assignment of Internet Protocol node address and creation of host tables.

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### **Typical Duties Performed (continued)**

Write programs based on microcomputer software such as DOS batch files, Lotus and WordPerfect macros, and dBase programs.

Manages special projects and writes reports.

Manages and acts as a liaison between the District, City, cable office, and cable company on issues related to District cable installations in accordance with the franchise agreement and District policies.

Serves as a member of committees to assist in researching and recommending districtwide computer and network standards.

Edits, publishes, and/or writes columns for newsletters.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of microcomputer and microcomputer network hardware and software, including capabilities and limitations.

Considerable knowledge and ability to use microcomputer and network operating systems such as MS-DOS, Novell, Windows and Macintosh operating systems.

Knowledge and understanding of multi-vendor, multi-computer networks including network topologies, protocols, industry standards, and network cabling.

Working ability to install, configure, and troubleshoot microcomputer and network hardware, software and peripherals.

Ability to research, evaluate and make recommendations.

Ability to understand and follow complex instructions.

Ability to coordinate, manage, and work with others on projects.

Ability to write command programs, macros and batch files.

Ability to set priorities and meet deadlines.

Ability to communicate effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS**

Completion of a two year technical school program in Network Engineering and Administration, completion of the certified Network Engineer designation or equivalent training and three years of work experience in a microcomputer network environment; or four years of experience installing and troubleshooting network hardware and software, two years of which must be in researching, installing and troubleshooting a local area network and its interconnections; or two years of experience as a Network Technician 1 or equivalent.