



POWAY UNIFIED SCHOOL DISTRICT
invites applications for the position of:

LAN Administrator

SALARY: \$23.61 - \$27.37 Hourly
\$4,092.40 - \$4,744.13 Monthly

OPENING DATE: 08/23/21

CLOSING DATE: 09/07/21 05:00 PM

DESCRIPTION:

***This position is 8 hours per day, 11 months per year.
The eligibility list created from this recruitment will be good for six months.***

BASIC FUNCTION:

Under the direction of the LAN Administrator Supervisor, provide client software and hardware support to assure the smooth function in a Local Area Network (LAN) environment; perform a variety of technical resource services in the installation, troubleshooting, and maintenance of multi-vendor hardware and software; provide technical assistance to LAN users; creates and fosters positive relationships between the Information Technology Department and LAN users.

DISTINGUISHING CHARACTERISTICS:

LAN Administrator – The LAN Administrator classification is responsible for performing a variety of technical resource services in the installation, troubleshooting, repair, and maintenance of multi-vendor hardware and software and is the site representative of the Information Technology Department.

EXAMPLES OF DUTIES:

REPRESENTATIVE DUTIES:

Perform a variety of technical support services in the installation, troubleshooting, repair, and maintenance of multi-vendor hardware and software and operating systems in a managed network environment; repair and replace hardware as needed. **E**

Provide technical assistance to LAN users via the phone, the help desk, email, in person, or remotely; respond to technical inquiries and provide information; identify, troubleshoot and resolve network issues related to printing, application access, workstation communication, integrated presentation systems and other associated peripheral equipment. **E**

Plan, test, document and deploy computer images for distribution across the network utilizing a variety of imaging software. **E**

Configure computers according to District standards; troubleshoot and resolve printer and printer communication issues; assure proper internet and e-mail access; install appropriate software and hardware. **E**

Prioritize work orders and modify schedule as needed to accommodate emergencies or requests from superiors; inform and advise District personnel regarding specific IT policies, problems, and opportunities. **E**

Work independently and/or in teams to develop and implement plans to accomplish technical tasks; serve as a backup to other LAN Administrators as needed. **E**

Communicate and collaborate with IT and other departments, District contractors and product manufacturers to receive assistance concerning network, hardware or software problems; utilize internet resources in the resolution of technical issues. **E**

Instruct users in the basic use of installed software and supported applications; demonstrate the operation of technology. **E**

Communicate with District personnel, students, parents and a variety of outside agencies to exchange information and resolve issues or concerns. **E**

Prepare and maintain records and reports related to equipment and software inventory, work orders, installation and maintenance; prepare and process equipment for surplus. **E**

Operate a vehicle to travel to work sites and conduct work as assigned by the position. **E**

Attend assigned meetings, conferences, in-services and workshops to maintain current knowledge of technological advances. **E**

Perform related duties as assigned.

NOTE: At the end of some of the duty statements, there is an "E" which identifies essential duties required of the classification.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by college-level course work in computer hardware and software applications or a related field and two years of related experience including hardware and software applications in a network environment.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.
Comp TIA A+ certification.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Network systems and operations related to LAN and WAN.

Installation and operation of computer hardware.

Installation and operation of various computer operating systems software.

Hardware components and software configurations.

Installation and operation of productivity and utility software including, but not limited to security, performance, and imaging.

Modern office methods, practices and procedures involving the use of computer technology and related equipment.

Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Principles of training and providing work direction.
Legal and defensive driving practices as assigned by the position.
Department and program objectives and goals.
Safety practices.

ABILITY TO:

Coordinate software and hardware support to assure the smooth running of LAN operations.
Perform a variety of technical resource services in the installation, troubleshooting, repair, and maintenance of hardware and software.
Provide technical assistance to LAN users.
Inform and provide work direction to assigned staff in the use of LAN equipment and software.
Communicate effectively both orally and in writing, in a technical and non-technical manner.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Observe legal and defensive driving practices.
Maintain and apply current knowledge of technological advances in the field.
Analyze situations accurately and adopt an effective course of action.
Work independently and/or in groups to develop and implement plans to perform and accomplish technical tasks.
Prioritize and schedule work.
Be open to instruction and change.

WORKING CONDITIONS:**ENVIRONMENT:**

Office and school environment.
Constant interruptions.
Driving a personal vehicle to conduct work as required by the position.

PHYSICAL DEMANDS:

Dexterity of hands and fingers.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to view monitor and read a variety of materials.
Walking significant distances.
Lifting, carrying, pushing, or pulling moderately heavy objects (50lbs) as needed for the position.
Climbing ladders to access equipment.

HAZARDS:

Extended viewing of computer monitor.

In accordance with Personnel Commission Rules and Regulations of Classified Service # 70.200.1, new employees to Poway Unified School District will be placed at Step 1 of the official salary range designated for the position. Any variances in initial placement are addressed in, and shall be carried out in agreement with, this rule.

Effective July 1, 2020, all new employees to Poway Unified School District will be responsible for the fingerprint fee associated with new employee processing at the cost of \$74 - cash/check (\$76 for credit cards).

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability.

For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.powayusd.com/en-US/Home.aspx>

Position #21-0036
LAN ADMINISTRATOR
NW

15250 Avenue of Science
San Diego, CA 92128
858-521-2794

personnelcommission@powayusd.com

LAN Administrator Supplemental Questionnaire

- * 1. The following supplemental questions will help us determine how well you meet the minimum employment qualification standards for this position. Qualified means that you meet the minimum qualifications found in the job description. Incomplete responses will disqualify your application or reduce the credit given for your qualifications. Respond honestly and truthfully to all questions. Over-evaluating your skill level is considered providing false and/or misleading information. Applicants found to have provided false or misleading information of their skills will be disqualified from further employment processing, or if hired, immediately terminated from employment. Please note: (*) Answering "See Application" or "See Resume" on any of the following questions may result in your application being disqualified from further consideration in the recruitment process. (*) Your related work experience must be clearly shown in the areas for work history on your application. (*) The information provided in answering these questions will be considered in determining whether you will move to the next step and may be used as part of a technical and experience evaluation. (*) I acknowledge that I have read and understood the above statement. (Please initial in the space provided below).
- * 2. This position requires college level coursework in computer hardware and software applications or a related field. Have you completed college level coursework as required for the position?
☐ Yes ☐ No
- * 3. List your coursework including course title and units earned.
- * 4. This position requires a minimum of two years related work experience including hardware and software applications in a network environment. Please describe how your experience satisfies this requirement.
- * 5. A current and valid Comp TIA A+ certification is required for this position. (You must attach a copy of this document or your application may be subject to disqualification.) Have you attached a copy of your certification to your application?
☐ Yes ☐ No

- * 6. A current and valid California driver's license is required for this position. (You must attach a copy of this document or your application may be subject to disqualification.) Have you attached a copy of your license to your application?
- ☐ Yes ☐ No

* Required Question