



**CIVIL DIVISION
CLASS SPECIFICATION**

NETWORK SPECIALIST

DATE ADOPTED: 12/17/96

LAST REVISION: 1/26/23

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DISTINGUISHING FEATURES OF THE CLASS:

This is a highly specialized position designed to act as a local area network (LAN) administrator for a school district or municipality. The incumbent provides a full range of user support, including initial installation and upgrade, trouble shooting and system evaluation. In addition, the incumbent assists with routine microcomputer system support as training allows. Work is performed under the general supervision of higher level data management personnel. Supervision of others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs routine LAN administration, including adding and deleting users, changing access rights, troubleshooting software and access problems, within the scope of existing policies and procedures;
2. Performs installation and support of printers in a LAN environment;
3. Provides telephone and on-site assistance to users running software from a network server, and refers any unresolved problems to appropriate staff;
4. Monitors all existing LAN's to ensure compliance with standards for installation, customization, and software licensing, taking corrective action when needed;
5. Establishes and maintains computerized records of network hardware and software configurations, licenses and warranties;
6. Receives, records and performs initial configuration and installation of LAN related computer hardware and component/operating system software, contacting vendor as necessary to resolve problems;
7. Performs installation and upgrade of application software on network servers and workstations;
8. Evaluates existing LAN configurations in order to provide accurate information regarding network capacity and performance;
9. Installs additional or replacement LAN components in existing networks;
10. Maintains standard supply list for bidding and ordering of LAN hardware and software components;
11. Provides support in other areas, such as initial setup and software troubleshooting, when needed;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles, practices, methods, capabilities, limitations and techniques of stand alone and networked microcomputer systems; thorough knowledge of mainstream LAN related hardware and software; ability to quickly learn and evaluate new LAN related software and hardware; ability to communicate, both orally and in writing; ability to establish and maintain effective working relationships; initiative; courtesy; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) Completion of an acceptable post high school training program designed to prepare students to become LAN administrators AND two (2) years of full-time work experience which primarily involved performing LAN administration and support;

OR: (B) Three (3) years of work experience as described in (A);

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS:

1. An appointing authority may require the possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position
2. Candidates must be able to transport and install equipment weighing approximately 45 pounds at a variety of locations.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 7/25/00, 1/26/23