



Central Union School District  
Lemoore, CA

**CENTRAL UNION SCHOOL DISTRICT**  
**Local Area Network (LAN) Technician**

**JOB DESCRIPTION**

**ESSENTIAL FUNCTION**

Under direction of the Manager of Instructional Technology, the LAN technician administers, maintains, and participates in the analysis, design, and implementation of the Central Union Elementary School District LAN and also works in coordination with the Kings County Office of Education Wide Area Network (WAN)

**DIRECTLY RESPONSIBLE TO**

Manager of Instructional Technology  
& Media Services

**IMMEDIATE SUBORDINATES**

None

**DUTIES AND RESPONSIBILITIES**

- Installs, maintains and supports networking servers running under the existing operating systems of the network
- Macintosh using both TCP/IP and AppleTalk protocols and Intel Desktop Workstations using TCP/IP protocols
- Possesses a solid understanding of networking clients in a multiprotocol environment
- Configures, assists and installs operating systems and productivity tools on Apple clients and Windows clients
- Assists with the installation of routers, switches, communications; racks and equipment designed to support the WAN
- Ensure proper installation and performance of operating systems; recommends and implements improvements; and provides technical support to Manager of Instructional Technology
- Installs, maintains, and repairs Local Area Networks
- Monitors the network to ensure reliability and availability
- Identifies problem sources to resolve hardware and software failures and malfunctions
- Documents problems relating to hardware, software, and networks, resolving them independently or referring them to appropriate staff or outside vendors as needed
- Maintains current knowledge of technological advances in computers and peripheral equipment, software, operating systems, and networks
- Troubleshoots network problems involving routing, communications, network operating systems, printing, mass storage servers, print servers, memory management and other applications; conduct diagnostic testing on computers as needed; order replacement parts as needed
- Install, configure, repair and maintain a variety of complex, multi-vendor hardware and software in a network and stand-alone environment including printers, network interface cards, Mac, and other servers, switches, routers, hubs and other hardware; install

- appropriate network software
- Provide technical information to departmental staff, other departments and sites and to end users; provide training and support in the proper use of installed software systems; respond to questions or problems in person or on the telephone
- Prepare and maintain records and reports related to assigned activities; participate in the development and maintenance of system and user documentation
- Operate assigned computer hardware and software systems, and various printers, hard drives, cables and connectors, and other tools as assigned
- Communicate with various management personnel, school personnel, District staff, vendors, communication companies, and outside organization to coordinate activities, exchange information and resolve issues and concerns
- Participate in development and implementation of strategies for enhancement of voice and data communications including upgrades to network hardware and software
- Assist with Internet connectivity for network components such as firewalls, access and Web servers
- Perform related duties as assigned by manager or supervisor

## **QUALIFICATIONS**

### **Knowledge of:**

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- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty
- Configuration/installation of network hardware and software for microcomputers
- Principles, methods, and procedures applied in the operation of computers, peripheral equipment, application software, and networks
- Computer hardware, networking, operating system software and its applications
- Computer practices, procedures, documentation and causes of user downtime
- Routine maintenance methods and procedures utilized to maintain the proper performance of computer, peripheral equipment, and local area networks
- Microcomputer, software applications, and operating systems (PC/MAC)
- Applicable types of cabling systems and network design
- Current methods, practices and procedures involving the use of computer technology and related equipment
- LAN and WAN usage, implementation and network terminology
- Fiber optics and its appropriate use
- Correct English usage, grammar, spelling, punctuation and vocabulary

### **Ability to:**

- Install, repair, and maintain evaluate audio-visual, computer and computer peripheral equipment
- Plan and lay out work assignments
- Maintain preventive maintenance on network system
- Prepare clear and concise reports related to computer networking issues
- Perform skilled tasks utilizing special electronic equipment
- Understand and carry out oral and written directions
- Ensure user needs are met in a timely and satisfactory manner
- Effectively operate computer hardware, software, and peripheral equipment
- Determine origin of computer or network malfunctions and resolve them
- Perform general repairs on computer and related hardware and software

- Install, configure, and network computer equipment
- Work various shifts to meet user needs
- Lift computer equipment using safety procedures and equipment
- Communicate effectively in both oral and written form
- Work well under pressure, meeting multiple deadlines
- Establish and maintain cooperative working relationships with supervisors, and colleagues, and subordinates

#### Education and Experience:

- A minimum of an associate's degree in computer science, information systems, business administration, public administration, or a related field from an accredited college or university
- A minimum of two years of related experience in the maintenance, installation, configuration, upgrades of hardware, software, and operating systems of microcomputers and local area networks
- Competence in computer use and computer maintenance skills
- Knowledge of PC/Windows operating systems and repair
- Experience with Apple/Macintosh computers, operating systems, and servers
- Apple Repair Certification or willingness to obtain certification (within 9 months of employment)
- Valid California driver's license

#### Physical Abilities:

- Sufficient vision to read printed material, see objects with clarity and work at a computer monitor
- Dexterity of fingers to operate keyboard grasp and manipulate objects and operate technology equipment
- Hearing and speaking to exchange information relating to computer assignments and computer repair
- Reach overhead and above shoulders horizontally
- Carry, push, and pull objects
- Climb Ladders
- Bending and twisting at the waist, kneeling, standing and sitting for extended periods of time
- Ability to lift 50 pounds, and occasionally items up to 100 pounds
- Be mobile in order to move around to different school sites with computer equipment

#### **WORKING ENVIRONMENT**

School Environment, Indoor and outdoor work setting, subject to dust from cleaning machines, working around potentially hazardous electrical equipment

#### **SALARY AND WORK INFORMATION**

Classified Salary Schedule: Local Area Network Technician

Work Year: 261 Days, twelve (12) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.