**Computer LAN Technician/District Network Administrator**

**#7523**

**8 Hours; 185 days, 65 extended days**

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| **EXPERIENCE** | **COMPUTER LAN TECHNICIAN/**  **DISTRICT NETWORK ADMINISTRATOR**  **#7523** |
| BEGINNING | $24.19 |
| 1-3 YEARS | $25.0087 |
| 4-6 YEARS | $25.8274 |
| 7-9 YEARS | $26.6461 |
| 10-12 YEARS | $27.4648 |
| 13-15 YEARS | $28.2835 |
| 16-18 YEARS | $29.1022 |
| 19-20 YEARS | $29.9209 |
| 21 OR MORE YEARS | $30.7396 |

**AREA: MIS**

**Summary Class Code: 7523**

**LOCAL DISTRICT CLASSIFICATION PLAN**

**SUMMARY CLASS TITLE: LAN TECHNICIAN**

**BASIC FUNCTION:**

Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes; respond to user requests for assistance and malfunction correction and provide technical support; troubleshoot and repair basic system malfunctions and maintain system operation; design microcomputer programs to enhance LAN system operation.

**REPRESENTATIVE DUTIES:**

* Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes; research software to determine hardware and configuration requirements to assure system compatibility.
* Study software manuals to learn installation procedures and basic application functions; test applications following installation to assure proper operation; orient and demonstrate users to new software.
* Interact with District network users to determine system needs and to assure integrity of LANs; assure proper connectivity interfaces with microcomputers and the mainframe.
* Respond to user requests for assistance and malfunction correction; provide technical information and assistance by phone or by visiting District sites; research software manuals and contact software and hardware manufacturers for information and assistance; explain and demonstrate source of error to user to avoid repeated malfunction.
* Reconfigure and upgrade software as appropriate; perform repairs or refer hardware repairs to appropriate technical electronics personnel.
* Provide individual and group training in software application operation as needed, including report generation, query use, word processing and desktop publishing; provide technical training to District users in hardware and software malfunction diagnosis and correction.
* Assist skilled systems programming personnel with programming and maintenance of systems networks; design and write programs of moderate difficulty for the proper interaction between multi-system hardware and software applications.
* Prepare and maintain a variety of logs and records, including software and hardware inventories.
* Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

* Advanced DOS commands and general principles of C, Pascal and BASIC.
* Various LAN operating systems.
* Various software applications including word processing, spreadsheets, database management, telecommunications and graphics programs.

**LAN Technician - Continued Page 2**

**KNOWLEDGE OF - continued:**

* Basic principles and techniques of computer programming with languages used by the District.
* Principles of data communications and computer operations and capabilities.
* System utilities and design and program applications.
* Principles of data management, organization and flow.
* Technical aspects of LAN maintenance, operation and programming.
* Capabilities of the District's operating systems.
* Data file organization, structure and access methodology.

**ABILITY TO:**

* Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes.
* Respond to user requests for assistance and malfunction correction and provide technical support.
* Troubleshoot and repair basic system malfunctions and maintain system operation.
* Design microcomputer programs to enhance LAN system operation.
* Operate LANs, microcomputers and peripheral equipment.
* Assist and train users possessing varying degrees of skill in using LANs and related software.
* Prepare and write computer programs of moderate difficulty and maintain job control language and system documentation.
* Communicate effectively both orally and in writing.
* Read, interpret and apply detailed and technical written and oral instructions.
* Plan and organize work.
* Understand and follow oral and written directions.
* Establish and maintain cooperative and effective working relationships with others.
* Meet schedules and time lines.
* Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree in Computer Information Science or related field and two years of experience in computer programming or microcomputer technical support.