



Longview Independent School District

JOB DESCRIPTION **NETWORK SYSTEMS ANALYST**

JOB TITLE:	Network Systems Analyst	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Technology	TERMS:	226 Days
DEPARTMENT:	Technology	PAY GRADE:	Professional 2

PRIMARY PURPOSE:

To act as a network and system analyst for the district's networked systems including serve infrastructure, access control and surveillance

QUALIFICATIONS:

Minimum Education/Certification:

Associate's Degree and 4 Years Experience or Bachelor's Degree, required

Special Knowledge and Skills:

- Knowledge of networking hardware
- Knowledge of Cisco operating systems
- Understanding of IP-based communications
- Strong skills in network interconnectivity including field knowledge of fiber and copper standards and termination
- Thorough knowledge of general computing including common office suites
- Understanding of access control systems
- Understanding of IP-based surveillance and recording systems
- Understanding of virtual computing
- Strong communication, public relations, and interpersonal skills

Experience:

Two Years Experience in Networking, preferred
Two Years Experience in Technical Support, preferred
Experience with Access Control Systems, preferred
Experience with Surveillance Systems, preferred
Experience with Virtual Computing, preferred



Longview Independent School District

JOB DESCRIPTION **NETWORK SYSTEMS ANALYST**

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain and monitor district-wide access control systems
2. Maintain and monitor district-wide network operations
3. Maintain and monitor district server resources
4. Ensure consistent and reliable backup for all systems
5. Respond to and resolve support questions related to the operations of the district networked systems and route procedural issues to the appropriate departments
6. Provide system administration such as security, and access authorization
7. Assist in the development of new and/or revised methods or policies to improve network operations and to ensure efficient and effective resource utilization
8. Coordinate operations with district data analyst
9. Coordinate and lead projects with microcomputer analysts
10. Coordinate projects with outside contractors
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



Longview Independent School District

JOB DESCRIPTION **NETWORK SYSTEMS ANALYST**

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: AUG., 2020