



**POSITION DESCRIPTION**

<b>JOB TITLE: Network Architect</b> Job Class: 0351		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Technology	<b>DIVISION</b> Technology
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b> \$	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Achieves maximum functionality of the data and video communications network through effective planning, design and installation of communications equipment and facilities. Provides leadership in the development of specifications and in the selection and installation of new data and video communications equipment and facilities.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Designs, implements and monitors WAN and LAN systems.
2. Provides reliable and cost effective data and video networking facilities by monitoring network operations and identifying potential failures, monitoring network traffic and suggesting improvements to enhance capacity.
3. Plans and tests network infrastructure changes to minimize disruptions and loss of service and by serving as the top level of escalation for network problem resolution.
4. Develops network policies and procedures. Ensures proper network back-up and recovery capabilities through a disaster recovery plan.
5. Investigates, analyzes and recommends emerging network technologies.
6. Plans and coordinates effective interactions between schools, administrative offices and Central Services regarding local area and wide area network requirements and data and video network interfaces for existing and future locations.
7. Integrates data security and integrity considerations into network design and operating systems.
8. Assists in the development of purchasing standards for routers, hubs, switches and servers.
9. Coordinates network training for end user implementation.

10. Provides technical assistance in the development of short and long term strategies and implementation plans for network development.
11. Attends local, state and national technical seminars, workshops and conferences to expand and update knowledge relative to network architectures.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction provided by the Director of Technology.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in computer science or a closely related field. Novell Network Certified Engineer status is required.

**Experience Requirements**

A minimum of five years experience in network administration, with technical knowledge and experience in configuring a network operating system such as Novell or Microsoft NT.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization. Demonstrated knowledge of systems design, documentation requirements client server systems and data processing. Must be able to accept and manage risk effectively. The ability to apply good diagnostic, analytical and evaluative skills is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Must be able to work with a diverse population. Must be experienced in administering a multi-protocol network is necessary. Must have advanced PC and Network management skills.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT**

**INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**