

NETWORK ANALYST (Network Coordinator - MPS)

PURPOSE: This position is responsible for providing technical support and training in all aspects of computer network administration and hardware and software maintenance and utilization for Milwaukee Public Schools.

ESSENTIAL FUNCTIONS:

Network Administration

- Provide network administration support to Macintosh and PC platforms running on Novell server. Document network configuration and maintain documentation.
- Maintain the file servers to run smoothly, identify causes/sources of errors and implement corrective action.
- Troubleshoot and maintain log of network problems.
- Set up new workstations, print stations and other technologies to be connected to the server. Establish network operation procedures for backup, restoring data, security and user accounts.
- Train staff and faculty in the operation of the network and technology equipment available in the building (projectors, digital cameras, scanners, CD drives, JAZ drives, etc.)
- Monitor user set-up and accounts including modification and/or deletion of staff/student users. Assist staff/student users with login problems.

Hardware Administration

- Coordinate computer repair requests and make service maintenance calls as necessary.
- Inventory all available hardware including printers, computers, monitors, digital cameras, scanners external disk drives, projectors, etc. This will include record keeping including hardware locations, quantities, types and serial numbers.
- Assist with recommendations where future purchase and/or replacement of hardware is necessary.

Software Administration

- Inventory software applications and monitor access and availability issues.
- Assist with the preview, recommendation and selection of software for possible purchase and use in the instructional program.
- Install software where needed and provide information, assistance and training to staff and faculty.
- Keep current on new products available and developments in the field of educational technology.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Associate's Degree in Information Management, Computer Science, Mathematics, Business Administration or a closely related field from an accredited college.
2. Two years of experience in technical and software functions in Novell Netware.
Note: Equivalent combinations of education and experience will also be considered.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Novell Networking Certification

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

- Knowledge of Novell Netware and local/wide area networks in accordance with industry standards.
- Knowledge in various software packages to include, but not limited to, internet software, Microsoft Office and Clarisworks.
- Strong problem-solving skills in identifying hardware/software problems and implementing corrections.
- Strong oral communication skills.
- Strong interpersonal skills.
- Ability to install microcomputer hardware for networks and stand-alone microcomputers.

THE CURRENT SALARY IS: \$27,399 to \$34,302 annually.