

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6890
Pay Grade: D10

FLSA: Non-Exempt
Non-Rep Support

NETWORK ADMINISTRATION APPRENTICE
REPORTS TO: Director, Network and Telecommunications
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from high school or possession of a GED. Current enrollment in a bachelor's degree program at an accredited college or university in Computer Science or a related field or enrollment in an accredited Cisco Certified Network Associate (CCNA) Associate of Arts program. Demonstrated knowledge and experience with Microsoft servers, personal computers, networks, and related hardware and software.
MAJOR FUNCTION Assists the Network Administrator in performing the daily support of WAN/LAN and wireless network systems including tasks such as documenting and configuring systems during installation. Trains on an array of advanced subjects including the design, support, and maintenance of districtwide networks and associated applications. Functions as a backup to the Network Administrator position.
ESSENTIAL RESPONSIBILITIES <ul style="list-style-type: none">• Assists with the communications network and voice system administration, including design, implementation, and use of network software to design network architecture, test communications links, and troubleshoot communication link failures• Assists with the maintenance and documentation of network systems including switches, routers, firewalls, voice systems, intrusion detection/prevention systems, wiring, and physical infrastructure• Assists with network/computer resources and installation of new equipment• Assists with the testing and analysis of all components of network facilities to ensure operational status• Participates in the research, design, installation, and operation of the district LAN, WAN, routers, multi-layer switches, voice, and wireless networks• Assists with the ongoing support for the district network security infrastructure including firewalls, VPNs, system patching, and managed anti-virus systems• Assists with the management and maintenance of network servers and applications on various platforms as it applies to the district network• Provides technology assistance to customers via e-mail, telephone, and in person throughout the district• Work with other members of the Technology and Information Systems (TIS) Team in resolving complex issues• Assists with providing technical guidance and resources to team members when necessary• Assists with the research, evaluation, and recommendation of changes in hardware, software, data communications, and techniques that contribute to more effective automated systems capabilities• Works in the field, as required, to support and learn Network Administration skills• Performs other related duties as assigned

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TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 1/08 AK; BOARD APPROVED: 2/12/08; REVISED FORMAT, MQ, MF, ER, ADA, 5/13 LM,
BOARD APPROVED: 7/30/13; REVISED ER 09/21/16 CH

NETWORK ADMINISTRATION APPRENTICE

WORKING CONDITIONS PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Network Administration Apprentice – NR