NASSAU COUNTY

SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : **INFORMATION TECHNOLOGY SPECIALIST II**
Code: **030265 BWH**
Page : **1 of 3**
Competitive

GENERAL STATEMENT OF DUTIES

Maintains complex networks and their operating systems; resolves complex personal computer (PC)/workstation problems; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties are technical and require the use of independent judgment. This position differs from the Information Technology Specialist I in that the incumbents perform the more complex network maintenance and PC/workstation problems referred by the lower level, and from the Specialist III in that the latter, in addition to maintaining complex networks and resolving complex PC/workstation problems, also designs networks.

TYPICAL DUTIES

1. Maintains complex networks and their operating systems.
2. Resolves complex PC/workstation problems.
3. Designs simple networks.
4. Implements the design of systems for networks; advises in the placement of individual PCs, as well as units on networks.
5. Installs, supports, and implements network operating systems.
6. Installs, configures, upgrades, and tests industry standard PC application software and PC operating systems.
7. Administers a complex internet/intranet system, and maintains access at all workstations, including configuring, maintaining, and installing routers.
8. Implements all appropriate protocols to establish and maintain communication between and across networks.
9. Performs site surveys to determine appropriate software applications and hardware needs, or to ascertain the necessary design, configuration, size, and type of network required.
10. Serves as lead on large or complex network installation.
11. Plans, assigns, and directs the work of subordinates, as required.

* ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of word processing, spreadsheet, database, graphics, presentation, and desktop publishing software used in PCs.
2. Thorough knowledge of the principles, practices, and procedures involved in maintaining computer networks.
3. Thorough knowledge of installation and maintenance of PC operating systems and application software.

4. Considerable knowledge of PC system configuration.
5. Considerable knowledge of the principles, practices, and procedures of network administration.
6. Considerable knowledge of the various applications and other software required to maintain computer network systems.
7. Considerable knowledge of computer network systems configuration.
8. Considerable knowledge of the principles, practices, and procedures of data and/or telecommunications.
9. Ability to install, monitor, and maintain computer network systems software products.
10. Ability to supervise the activities of subordinate technical specialists.
11. Ability to administer an internet/intranet system.
12. Ability to establish and maintain effective working relationships with associates and end-users.
13. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS
Training and Experience
Bachelor's degree from a regionally accredited or New York State registered college or university, including or supplemented by eighteen (18) credits in a computer field
and
Two years of satisfactory, paid experience installing and maintaining networks, or working with industry standard PC hardware and software, which included installing software applications, or training and supporting the users.

NOTE: 1. Experience, as outlined above, in excess of the two-year requirement, may be substituted for college education, on a year-for-year basis.
2. Possession of a network engineer certificate validated by one of the major network software vendors may be substituted for one year of the experience as outlined above.

Necessary Special Requirement
Continuing possession of an appropriate class, valid Driver's License issued by the State of New York may be required.

Go Back