

Senior Network Analyst

Qualifications

1. Bachelor's degree in Computer Science or a related field, or equivalent combination of education and experience.
2. High level of IT certificate is recommended and preferred
3. Minimum 5 years work experience in similar or complex Enterprise system, including multi-platform environments
4. Demonstrated experience or qualifications working in server environments with a high degree of automation and virtualization
5. Demonstrated experience or qualifications in developing scripts to automate complex server, and network maintenance tasks
6. Advance knowledge of Microsoft datacenter and Server products including System Center, SQL, windows server, and web services
7. Ability to design and implement complex local and wide area networks
8. Hold a valid B. C. driver's licence.
9. Knowledge of codes, regulations and safety standards related to computer systems, networks, and telecommunications.
10. Ability to design, implement, and support complex local and wide area networks.
11. Ability to work with minimum supervision.
12. Ability to get along well with other people and work as part of a team.
13. Good health and sufficient strength to perform a variety of manual tasks.

RESPONSIBLE TO: District Principal – Technology & Innovation

SUPERVISES: As designated.

JOB GOAL: To perform skilled tasks under minimum supervision in providing infrastructure support and enhancements to the district's information technology systems. This includes designing and implementing computer solutions to end user requirements and meeting district objectives, maintaining network health throughout the district.

Performance Responsibilities

1. Keeps all information obtained in the course of performing these duties strictly confidential and always adheres to departmental protocols regarding accessing and/or releasing information. Seeks pre-approval of the Information Technology Manager before accessing or releasing any confidential information that is not requested by the user or owner of the information.
2. Assumes responsibility for installation, configuration, and maintenance of all software related aspects of district computer systems.
3. Establishes and maintains procedures to ensure legality of all software used in the district. Reports any violation of applicable laws or policies to Information Systems Manager.
4. Carries out disaster recovery procedures for critical computers and networks.

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5. Evaluates proposed software for technical compatibility and makes recommendations to the Information Systems Manager.
6. Works with vendors to obtain best pricing and best type of software for each requirement.
7. Recommends appropriate consulting services as needed.
8. Checks work done by contractor in new and renovated schools.
9. Responds to emergency situations anywhere within the school district's information technology infrastructure.
10. Manage day to day operation of the datacenter and schools servers by monitoring system performance, operations, and ensure optimal operation of the Enterprise system
11. Ensure high availability and acceptance levels of performance for mission critical services. This includes Directory Services, Enterprise messaging system, web services, and file storage systems and other enterprise-wide tools
12. Establish guidelines and methods for setting up workstation operating system and recommend standards to be followed
13. Other duties, as assigned by the District Principal – Technology and Innovation

TERMS OF EMPLOYMENT: Forty hours per week. Twelve months per year.

EVALUATION

DATE: October 15, 2015 JOB TITLE: Senior Network Analyst

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	7	105	Four year undergraduate degree or equivalent.
2.	Experience	8	120	Five years and over.
3.	Judgement	5	50	The job requires the development of procedures.
4.	Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5.	Physical Activity	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6.	Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; OR Coordination of coarse and fine movements, where speed is a moderate consideration; OR Coordination of fine movements, where speed is a minor consideration.
7.	Accountability	5	50	Actions could result in major loss of time or resources; OR cause severe embarrassment within the organization and have serious impact on its public image.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
9.	Interpersonal Skills	4	40	Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information.
10.	Disagreeable Conditions	2	20	Minor conditions with occasional exposure; OR Major conditions with little exposure.
	TOTAL POINTS		471	

APPROVED

C.U.P.E., Local 459

School District No. 62 (Sooke)