

## **EDUCATION DATA NETWORK SPECIALIST**

**DEFINITION:** Under general supervision, performs work of considerable difficulty in establishing and maintaining a Navajo Education Information System (NEIS) to store, transmit and track academic performance of enrolled Navajo students in all school systems serving the Navajo Nation; defines, develops and maintains a comprehensive data network consisting of academic test scores and pertinent academic progress reports; manages and maintains the computer data network and servers; troubleshoots computer network problems and ensures the network is available when needed; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Configures, installs, maintains and manages local area network (LAN), wide area network (WAN), metropolitan area network (MAN) and wireless network servers; configures and maintains routers, switches and enables virtual local area network (VLAN), internet authentication and proxy servers, security appliances/firewalls/virtual private networks (VPN), department surveillance system software and hardware, storage area networks and various data network services; tests, recommends and implements new network services; identifies data network and server requirements and infrastructure connections with all schools serving the Navajo Nation; develops student achievement profiles and disseminates performance results to education providers and clientele engaged in the education of Navajo students; provides expert technical guidance on reading and interpreting data.

Diagnoses and resolves data network and server problems; develops data network backup and recovery procedures; upgrades data network operating systems software; monitors system performance and makes necessary adjustments for optimal performance; researches, recommends and makes changes to data network for improvements; analyzes user needs and develops recommendations; develops data network security policies and procedures; coordinates and manages data network accounts including user accounts; sets up and performs back up procedures; monitors logs; maintains and monitors file services; prepares and maintains current data network and server configuration and procedure documentation.

Researches solutions to data network and servers performance; reviews data network design; determines resources needed; installs and integrates data network software; evaluates and analyzes technology products and recommends appropriate implementation to programs for use; collaborates with others on a variety of technology and technology support projects and problems; maintains technical knowledge and expertise in data network technology through research, personal use and training; conducts presentations on current and future technology initiatives; provides assistance to desktop section for various client server problems as needed.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of principles, practices and techniques of computers, network and network equipment.  
Knowledge of current technology products utilized in data network management.

Knowledge of local and wide area networks (LAN/WAN), internet/intranet and data communications computer operating systems, software packages, software utilities, proper records maintenance and storage for local and distributed environments.

Skill in planning, designing and maintaining data networks and servers.

Skill in providing technical support to users.

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Skill in implementing LAN/WAN maintenance and management procedures.  
Skill in explaining technical concepts in non-technical terms to clients and staff.  
Skill in establishing and maintaining effective working relationships.  
Ability to adapt to changes in technology.  
Ability to respond to computer user needs in a positive and professional manner.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires continuous use of computers and peripherals, lifting and carrying computer hardware weighing up to 50 lbs., climbing, crawling, bending and stooping in the installation or troubleshooting of computer hardware and network systems.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Computer Science or a closely related field; and two (2) years progressive experience in data management and network systems.

**PREFERRED QUALIFICATIONS:**

- Job related experience within specialized field.
- Data Network Specialist training.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.