Network Specialist

Employee: _____

Supervisor: _____

Reviewer: _____ Evaluation Date: _____ Last Review Date: _____

Purpose of Evaluation:

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RATING SCALE

Five Levels defined as: (1) Unacceptable, (2) Needs improvement, (3) Average, (4) Above average, and (5) Superior

Transports a variety of items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site or transporting equipment for repair.

Rating   Comments

Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.

Rating   Comments

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Rating   Comments

Assists with planning the installation of computers, network equipment, user applications (e.g. e-mail, bulletin board, Internet applications, etc.) for the purpose of meeting the technology needs of the district.

Rating   Comments

Assists with the installation of computer and network equipment requiring specialized computer and network skills (e.g. file servers, network routers, bridges, hubs, modems, printers, user workstations, etc.) for the purpose of maintaining safe and effective computer labs and networks.

Rating   Comments

Coordinates with users and other network/computer support staff for the purpose of completing projects/work orders efficiently.

Rating   Comments

Evaluates hardware and software applications for the network environment both in use and potential acquisition for the purpose of recommending changes that would provide an improved capability to support District needs.

Rating   Comments

Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.

Rating   Comments

Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Rating   Comments

Repairs computers, peripherals, network equipment and software, requiring specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition.

Rating   Comments

Performs duties of the Network Administrator in their absence for the purpose of supporting departmental operations.

Rating   Comments

JOB REQUIREMENTS

Skill-Based Competencies:

Skill-Based Competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in network design and maintenance; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

Comments

Knowledge-Based Competencies:

Knowledge-Based Competencies required to satisfactorily perform the functions of the job include: computer hardware and software and safety practices and procedures; current generation operating systems; and networking software.

Comments

Ability-Based Competencies:

Ability-Based Competencies required to satisfactorily perform the functions of the job include: communicating technical information to non-technical audiences; meeting deadlines and schedules; setting priorities; and developing effective working relationships.

Comments

Additional Performance Requirements (if defined) and/or Comments:

Disposition

Employee	_____	Date	_____
Supervisor	_____	Date	_____
Reviewer	_____	Date	_____

Signature confirms that this document has been received and reviewed by the employee.