

NETWORK/MICROCOMPUTER SPECIALIST

GENERAL STATEMENT:

Responsible to the IT services dean. Under the guidance of the IT services dean install and troubleshoot network connections, repair microcomputers and assist with the implementation of the Windows NT services offered at TVCC.

REPORTS TO:

Dean of Information Technology Services

OCCUPATIONAL GROUP:

Para-professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree, certificate, related experience, or equivalent.

LICENSE OR CERTIFICATION:

CCNA or MCSE preferred.

EXPERIENCE:

Computer skills related to networking and microcomputers.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Install, troubleshoot, and maintain new network connections. Including, but not limited to, category 5 wiring, installation of network cards, and configuration of host machines.
- Install, maintain, and configure networked printers.
- Troubleshoot problems associated with client microcomputers.
- Assist the IT services dean in the maintenance of NT user accounts on the TVCC domain. Including but not limited to adding, renaming, resetting locked accounts, assigning user to group, assigning user rights to printers, and assigning user rights to disk resources.
- Assist the IT services dean in the maintenance of dialup user accounts for the Athens Campus. Including resetting locked accounts, adding accounts, and deleting accounts.
- Assist in the maintenance of help desk support to administration, faculty and staff on all campuses. Including, but not limited to, Windows 95/98/NT/2000, e-mail, Internet, and Microsoft Office products.
- Maintain, repair and upgrade microcomputers. Including, but not limited to installing network cards, replacing memory, video cards, installing drives, and debugging system configuration.
- Assist with the daily backups of Athens Campus network servers.
- Other duties as assigned by the IT services dean.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to lift, push, or pull 30 lbs.

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- Entails climbing a ladder.
- May require travel to and from campuses.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 11/13/00

Revised:

JD320