

Job Title: **Network Software Analyst**

Pay Grade: SP24

Supervisor: Executive Director of Technology

Employment Days: 226

Department: Technology Department

Employment Status: Exempt

Job Summary:

This position will manage the day-to-day operations of the CHISD network software operations. This is a hands-on technical position and will be directly involved with the administration, management, configuration, maintenance, and troubleshooting of all network applications as well as any other district software management.

Qualifications:

- Education, Certification,
- Prefer college degree in a technology related field
- Other network operating system certifications a plus
- Excellent written and oral communications skills
- Ability to prepare and deliver presentations to executive committees
- Strong organizational skills
- Ability to manage multiple projects simultaneously along with demands with competing priorities, all while making timely decisions
- Passionate about technology; self motivated

Required Experience:

- 5+ years experience (preferred) in LAN/WAN implementation, software, and analysis
- Ability to troubleshoot complex networks applications
- Mastery of TCP/IP fundamentals, IPv4/IPv6, OSI model
- Experience with datacenter infrastructure, operations, management
- Experience with Skyward student and business application
- Experience with Crystal reporting
- Experience in web based applications
- Experience utilizing network management/analysis tools
- Experience in enterprise workflow solutions (IDM / SIF etc)
- Knowledge of SQL and other database technology
- Knowledge of ODBC
- Knowledge of SFTP

Working knowledge/Familiarity:

- Understanding of IT service management disciplines including configuration, change, incident, and problem management
- Knowledge of VMWare
- Windows server administration
- Knowledge of Cisco network systems

Major Responsibilities:

- Maintain district network software applications
- Over see import and export of data from various network applications and textbooks
- Maintain and update all student and finance information systems
- Enhance current application usage and increase functionality
- Assist in network automation and development
- Manage any 3rd party system integration with OneRoster, Skyward Educator Access and Employee Access
- Develop and maintain manuals, tutorials, and standard operating procedures for the district's Information Systems
- Ensure district software licensing agreements and software inventory
- Evaluate district software for cross functionality
- Keep network systems updated (bios firmware, Windows updates , IOS updates)
- Assist in district operational backups and district disaster recovery plan
- Develop new applications