

ASSISTANT DATABASE/NETWORK ANALYST

JOB SUMMARY

Responsible for installation, configuration, and maintenance of the Microsoft servers, clients, and terminal services for the District's student management system. Under general direction of the Network Engineer and/or Programmer Analyst, assist with the wide/local area network maintenance and data management activities of the District's technology services.

TYPICAL DUTIES

Maintenance, including updates and back up of District application servers. Installation, configuration and management of Microsoft SQL server and Microsoft Server 2000/2003. Provides SQL queries and reporting for student system. Install, configure, and maintain Microsoft terminal services and clients. Assist with administration of desktop management suite including asset management, remote control applications and OS migration. Assist with planning, designing, and managing local and wide area network and systems. Assist with the administration of e-mail systems; add, remove, delete, update user accounts, upgrade e-mail sites. Assist with coordinating user support and troubleshooting for hardware, software and client related applications. Assist in definition and development of system databases and act as a resource to other staff. Resolve system and software problems. Conduct system level testing and assist end users with acceptance level testing. Maintain a continuing liaison with users to ensure implementation and maintenance of systems. Write, review, and document Web based data management systems. Client/Server, multi-tiered architecture and technologies. Integration of information transfer, sharing, and communications among differing computer systems. Network and workstation operating systems and uses. Database principles and concepts including file sharing, locks, relational design, security, etc. Principles and concepts of hardware and software installation. Copyright laws, privacy

JOB REQUIREMENTS

Knowledge of:

