

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TECHNOLOGY PLANNING SPECIALIST

BASIC FUNCTION:

Under the direction of the Manager-Centralized Technical Services, coordinate, review and provide technical specifications for all aspects of the Elk Grove Unified School District's voice, data and video communications network planning projects. Help to assure the successful integration and implementation of technology into new and modernized facilities.

ESSENTIAL FUNCTIONS:

Research and review all plans and projects involving network components to assure a successful, on time, implementation. Network components include but are not limited to, inter- and intra-campus communications systems for voice, data and video.

Attend Facilities Project Planning meetings and walkthroughs as needed to assist with the successful implementation of all new and modernized facilities projects involving technology.

Provide, as needed, reports to Technology Services Department to assure proper planning for technology needs in upcoming new and modernized facilities projects.

Develop and provide basic telecommunications technical information and network descriptions to others to assist with overall coordination and integration of technical systems into structures both new and modified.

Develop and maintain detailed project plans regarding all projects. Project plans will be available to all members in Technology Services via Web and other methods.

Continuously review Technology Services Standards to assure they are up-to-date and posted on Web and available to Facilities.

Provide Plan Checks and review to assure current standards are used in all plans and on all projects.

Conduct Site reviews in conjunction with Facilities to review progress, assure compliance with specifications of contract for technical details, and for compliance with technical standards.

Test LAN and WAN configurations once new and modernized facilities projects are completed. Configure network equipment as appropriate.

Develop and maintain network site documentation in electronic and paper form in sufficient detail to provide for identification of all network devices.

Performs other duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Communications technologies and all of its components.

BICSI cabling and networking standards, state & federal licensing, fire codes and legal considerations regarding electronic data communications and cabling.

Selection and installation of network topologies, including but not limited to Ethernet, 10BaseT, TCP/IP, 100BaseT, 100BaseFX, 802.11b and AppleTalk networks for both Local and Wide Area Network equipment.

Network management systems such as HP Open View and IBM Netview.

BICSI communications standards.

District organization, operations, policies and objectives.

Policies and objectives of assigned program and activities.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

ABILITY TO:

Research and review all plans and projects involving network components.

Attend Facilities Project Planning meetings and walkthroughs as needed.

Provide as needed reports to Technology Services Department.

Develop and provide basic telecommunications technical information and network descriptions to others.

Develop and maintain detailed project plans regarding all projects.

Continuously review Technology Services Standards.

Provide Plan Checks and review.

Conduct site reviews in conjunction with Facilities.

Test LAN and WAN configurations when projects are completed.

Develop and maintain network site documentation.

Maintain current knowledge of technological advances in the field.

Design network configuration diagrams using Visio or other similar applications.

Read and understand electrical sections of facilities blueprints and specifications.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Prioritize and schedule work.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a keyboard.

Hear and speak to exchange information.

See to view computer monitor and read a variety of materials.

Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: Bachelors Degree in computer science or telecommunications and four years of experience selection and installation of network topologies.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.