

**SCHOOL DISTRICT No. 64 (Gulf Islands)**  
**Job Description**  
**Network Systems Analyst**

**SUMMARY**

Under direction analyzes, installs, configures, plans and implements District local and wide area network infrastructure and server technology. Assists in researching, planning and recommending technological upgrades to optimize the application of technology across the district. Ensures reliability, safety and security of network services and server data.

**DUTIES**

- Researches, designs, configures, manages and troubleshoots wide area and local area networks including management of user accounts and District network servers
- Configures and designs network server data and backup solutions
- Develops and implements system security protocols and procedures
- Provides service and support for devices and software in use within the district
- In consultation with supervisor and end users researches, recommends and orders parts, equipment and software
- Maintains appropriate records, including network configurations, software licences and inventory of district equipment
- Manages work order system
- Supervises assistant(s) and acts as team liaison

Performs other assigned comparable duties within the area of knowledge and skills required by the job description.

**QUALIFICATIONS**

- Grade 12
- Two year Information Technology program at an accredited post-secondary institution
- Minimum of five years recent and relevant experience in multi-platform environments
- Specialized relevant training, (e.g. Certification in Apple, Microsoft, Cisco, Linux, Palo Alto, Ruckus and/or network tools)
- Valid BC driver's license
- Working knowledge of loading/lifting techniques, sufficient strength and agility to perform a variety of manual tasks.
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to Superintendent or designate

**APPROVED:**

On behalf of:  
School District #64 (Gulf Islands)

*Original signed by:*

Jesse Guy  
Secretary Treasurer

June 18, 2019

On behalf of:  
CUPE Local 788

*Original signed by:*

Larry Melious  
President

June 18, 2019

**Classification: Operations VI**