

JOB INFORMATION

Effective Date	8/5/2021
Job Code:	3136
Job Title:	Network Specialist III
Salary Grade/Structure:	007 - Computing
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	Networking & System Infrastructure
Job Summary	Under general supervision, the Network Specialist III is responsible for the development of administrative procedures for the oversight of the day-to-day management campus internet connections, core infrastructure switches, firewall, and Wifi environmen and supervises junior network technicians. Assist with development of the network infrastructure documentation. Works with management personnel to design and plan the implementations of data networks and Voice Over IP networks. The Network Specialist III works closely with the infrastructure team to develop network optimization methods. Will use analysis tools to assist the Information Security Officer to develop network security procedures, track security breeches, or discover network vulnerabilities to protect the university against cyber threats Evaluates and recommends network infrastructure technology. Work with Information Security Officer and UCT management to develop cyber threat counter procedures. The Network Specialist III assists with the planning of the campus network infrastructure typology.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Computer Science or related discipline	Required	
Master's Degree	in Computer Science or related discipline	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	experience directly related to enterprise networking	Required	or
Considerable	experience in configuring CISCO ASA firewall, similar CISCO firewalls or other name brand firewalls; analyzing LAN and WIFI network traffic to	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	troubleshoot network performance; configuring Cisco 65xx or Cisco Nexus switches; configuring Cisco internet connected routers or other name brand using wide area network protocols; experience with load balancing systems such as Cisco Content Switch, Big IP F5, other name brand load balancers; configuring and administrating a WIFI environment using Cisco WiFi controllers; experience with configuring Microsoft of Linux based servers; evaluating and recommendaing network infrastructure technology; configuring Cisco edge switches or other name brand switches; configuring Cisco routers or other name brand routers.; installing, maintaining, and administering local networks using bridging, switching, or routing; working within a network security role; evaluating and recommending network typology layouts for a multi-building or multi-campus educational faculty; Storage Area Network (SAN) interconnects.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
CCNA - Cisco Certified Network Technician		within 1 Year	Required	
CCNP - Cisco Certified Network Professional		within 1 Year	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of installation, maintenance, and administration of local networks using bridging, switching, or routing.	Proficient
• Knowledge of installation and configuration of CISCO edge switches and routers or equivalent name brand devices	Proficient
• Knowledge of configuration and administration of an enterprise WiFi environment using Cisco WiFi controllers or equivalent name brand devices.	Proficient
• Ability to configure edge switches and routers.	Proficient
• Ability to Configure enterprise WiFi controllers.	Proficient
• Ability to diagnose and resolve network performance issues using network analytical tools	Proficient
• Ability to work nights and weeks	Basic
• Ability to communication effectively both verbally and in writing.	Proficient
• Ability to handle a demanding work environment and schedule.	Proficient

JOB RESPONSIBILTIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Administer, configure, and manage campus network infrastructure systems.	45%
• Use network analysis tools to maintain network performance, troubleshoot problems, and provide recommendations for network improvements. Prepare reports of LAN status to management	20%

Essential Functions

Essential Function	% TIME
• Create and document procedures for LAN and server operations, including support methodologies and user guides. Provide training in LAN administration to other UCT employees and LAN use to a wide variety of users	10%
• Assist in the planning of LAN's and in linking LANs to larger networks like the Internet. Prepare schematics and diagrams of LANs prototype LAN environments, evaluate Network Operating Systems and network protocols, design information distribution systems, provide recommendations for future client-server environment developments, and define methodologies to insure standardization of network products.	10%
• Administer and manage applications, print, file, communications services in a distributed client-server environment. Install, configure, test, maintain, and monitor applications software on both client and server computers. Create, monitor, and manage network-based print queues. Create and maintain logical file structures on server computers	5%
• Install and manage software on servers and workstations operating under Microsoft Window, the Macintosh operating system, and Linux.	5%
• Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description