<div align="center">**Roswell Independent School District**
Job Description</div>

Job Title: INFORMATION SYSTEMS RESOURCE SPECIALIST

Reports To: DIRECTOR OF TECHNOLOGY

General Job Description:
Under administrative direction, support end-user computing, local and wide area networks, including but not limited to hardware/software installation, research and purchase of new technologies.

Essential Duties and Responsibilities:
1. Assist with installation and maintenance of network hardware, setup, test, and maintain file servers and stand-alone PC's.
2. Assist with installation, setup and maintaining of District wide area network including but not limited to protocol configurations, installation and configuration of routers, switches and troubleshooting connections.
3. Provide assistance and act as a resource person to District personnel including but not limited to assistance with District wide software applications.
4. Oversee the installation of hardware and software at building sites, to include communication devices, including configuration of phone systems (analog and IP), hard drives, memory upgrades, cabling and multi-media devices required for various applications.
5. Provide technical assistance to District personnel to include setting and installing hardware and software, troubleshoot problems and loading updates and patches.
6. Monitor and troubleshoot network traffic, i.e. voice, data, video, including network security issues.
7. Install, setup and maintain wireless access points throughout the District.
8. May out and install network cabling.
9. Research emerging technologies assist with bid specifications and recommend purchase of equipment and software.
10. Knowledge of computer hardware, multi operating systems, communication equipment, routers, switches, firewalls, cabling systems, etc.
11. Personal and professional task management through the use of technology.
12. Maintain confidentiality with sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Report to work on time and work no less than 7 hours per day.
15. Work independently with very little supervision.
16. May be required to perform other related duties/functions as assigned by your supervisor.

Supervisory Responsibilities:
None

Qualifications:
1. Bachelor's degree in Computer Science or related field preferred.
2. Valid Drivers' license and Car Insurance.
3. Education may be substituted with relevant experience.

Physical Requirements:
Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:
Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:
Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

INFORMATION SYSTEMS RESOURCE SPECIALIST (CONT'D)

Work Environment:
Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Make site visits as needed. May work under stressful conditions on occasion.

Terms of Employment:
Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

| Signature | Printed Name | Date |