 **Senior Video Network Specialist Standard Job Description**

**Classification Title:** Senior Video Network Specialist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 68

**Job Description Summary:**

The Senior Video Network Specialist, under general supervision, provides technical leadership for video conferencing, databases, and computer support.

**Essential Duties and Tasks:**

**35% Video Teleconference Management**

* Administers and maintains video teleconference equipment and network.
* Coordinates with operations to ensure proper training and operation techniques.
* Determines equipment and operation practices and recommends changes to meet objectives.
* Provides technical leadership for video conferencing tools.
* Administers video conferencing technical support and troubleshooting.

**20% Server Administration**

* Installs, programs, and maintains departmental servers.
* Writes scripts and programs for automated machine control and remote location operations.

**10% Network Services Management**

* Administers departmental local area network (LAN) services and equipment.
* Maintains departmental network services.
* Administers dynamic host configuration protocol (DHCP) servers.

**10% Personal Computer Administration**

* Administers departmental desktop and portable personal computers.
* Maintains anti-virus and anti-spam filters.
* Identifies equipment for required upgrades.
* Coordinates repair of personal computers.

**5% End User Training**

* Provides end user training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively others.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**