NETWORK SPECIALIST I

NATURE OF WORK

This is responsible technical work directing and controlling the networking hardware and software used to support the City and County networking system.

Work involves responsibility for installing networking software, hardware and cabling systems; providing technical assistance to City and County customers in the use of networking services; evaluating network hardware and software needs; preparing reports; and maintaining detailed records of hardware and software. An employee in this classification is expected to exercise independent judgment and personal initiative in the performance of assigned duties. General supervision is received from the Network Supervisor.

EXAMPLES OF WORK PERFORMED

Provides technical assistance to customers in the use of networking systems and unique networking applications.

Installs and configures networking hardware; performs hardware and software upgrades to existing systems.

Monitors and maintains network hardware and software components in order to ensure maximum network performance; reviews network alerts and statistics; provides preventive and corrective action as required.

Acts as liaison between customers and Information Services; investigates reported problems in order to determine general responsibility; diagnoses problems with routers, token ring and ethernet network equipment.

Develops procedure, configuration and documentation specifications for networking hardware and software.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of computer capabilities and associated networking equipment.

Knowledge of token ring, ethernet, frame relay and SNA networks; and ability to analyze the same using appropriate network analyzing tools.

Knowledge of routers, hubs and the UNIX operating system.

Knowledge of structured wiring systems.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers, customers and the general public.

Ability to exercise independent judgment and initiative in analyzing network systems and to make sound recommendations and modifications.

Ability to manage multiple responsibilties concurrently.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by vocational or college level course work in computer science or related field and experience in the installation and maintenance of networking/data communications systems.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in the installation and maintenance of networking/data communications systems; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by:

            Department Head   Personnel Director

Title Change: 8/96
Revised & Title Change: 1/97

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