

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR NETWORK SYSTEMS SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of professional duties involved in analyzing, developing, implementing and maintaining the County enterprise servers, desktop systems, data backup services, e-mail, routers and infrastructure designed to meet the needs of the users; assure access and network connectivity with local and remote sites and the Internet; participate in the design, layout and development of network connections with County sites.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate, oversee, maintain and develop existing network of enterprise services including web, e-mail, and database services; plan, coordinate, oversee, maintain and develop the enterprise-wide backup system; assure complete and accurate backup of system data and make corrections as necessary.

Plan, coordinate, develop and maintain secure file system organization and structure on servers for end user data, system files and Information Technology Department files.

Research and implement new applications to improve network efficiency, reduce costs and simplify network use for the end users.

Review new software packages for suitability, cost and ease of use; assure compatibility with existing systems and applicability to County systems.

Build new network servers and rebuild old network servers for new uses; build, repair and support end-user PC's and Macs.

Plan and develop the enterprise-wide network including installation, setup and maintenance of hubs, routers and switches; serve as primary administrator of web, file, e-mail, domain name and other enterprise servers.

Review system logs daily; address warning or error alerts to assure proper and effective implementation of new servers, applications and systems.

Test and install LAN/WAN cabling.

Develop written system policies and procedures; assure system and security of data, equipment and facilities; provide training to computer users as necessary.

Assure the proper and effective implementation of applications and systems; develop system test plans; check the accuracy and completeness of program and system results.

Analyze problems outlined by users and potential users of data processing; collect and evaluate information necessary to develop or modify new or existing programs to assure optimum means of meeting user needs.

Prepare and maintain records of support material related to the development and implementation of data processing programs including functional narratives, changes, and additions to documentation and procedures.

Prepare time and cost estimates related to the development, modification, and implementation of new or existing programs.

Coordinate assigned projects with other Information Technology staff; provide technical information as needed.

Perform data maintenance activities including data transfer to and from other agencies, archiving data, and identifying and correcting corrupted data.

Document, report and follow-up with software and hardware vendors regarding problems with and enhancements or modifications to their products.

OTHER DUTIES:

Test, evaluate and review new hardware technology; recommend new systems and upgrades.

Perform system management functions; add users, groups, accounts, peripherals, software upgrades and network privileges and permissions according to established rules and regulations.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge; maintain current knowledge of new technologies and software.

Maintain stock inventory necessary for equipment/processing operations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of network programming and system analysis.

Enterprise Server Administration and Router configuration commands.

E-Mail Server applications.

Data processing operations, services and terminology.

Proper use and operation of data processing and computer networking equipment, software and system applications, including software licensing.

Data communication systems.

Third and fourth generation languages and concepts.

User training principles and practices.

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Ewing & Company

ABILITY TO:

Operate a variety of highly technical network and PC computer equipment and related peripheral equipment.

Learn the functions and limitations of assigned duties.

Read, interpret, and apply concepts of complex technical publications, manuals and other documents.

Communicate data processing procedures and requirements to users.

Analyze, evaluate, and resolve complex programming problems.

Independently set up and operate microcomputer systems and peripheral equipment.

Identify, analyze, and resolve network and PC computer systems and software malfunctions and procedural problems.

Understand the organization and operation of the assigned office and the County Office in order to assume assigned responsibilities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science, management information systems or a related field and three years of experience in computer programming and operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to view a computer monitor.

Bending at the waist, kneeling or crouching.

Lifting and carrying up to 50 pounds.