

**CITY OF STUART
JOB DESCRIPTION**

Title: NETWORK SPECIALIST
Department: Information Services
Job Code: 3012
Grade: H20
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the supervision of the Information Services Director, performs highly complex and specialized work involving advanced technical knowledge in the operation and maintenance of a network of personal computers attached to main server systems. The incumbent in this class must be able to effectively and efficiently implement and operate new programs as they become necessary, as well as designing and programming new systems when needed. Incumbent professionally functions in a team capacity environment as required. Work is reviewed through oral and written reports and conferences for adherence to established policies and departmental rules.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Regularly secures and maintains the integrity of the network.
2. Creates solutions to technical systems' problems arising due to changes in operating requirements or new conditions.
3. Develops, prepares, and implements new software programs for the network intra/internet.
4. Confirms a daily back up of data.
5. Responds to data entry errors caused by employees and/or programs.
6. Handles requests for information and produces reports for department heads, commissioners and the public as needed.
7. Responds to data emergencies as they arise.

Network Specialist Information Services - continued

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Degree in Computer Science, Engineering, Business Administration or related field with concentration in data processing. Specialized certification in data communications and LAN technology may substitute for a college degree. Five (5) years of experience in the implementation of Ethernet technology, non-Ethernet LAN, data communications for wide area networks and use of data communications software systems may be substituted for education on a year for year basis.

Possession of a valid Florida Driver's License is required.

B. Knowledge, Abilities and Skills:

Working knowledge of standard office automation equipment including personal computer hardware and software systems.

Knowledge of server hardware and software systems.

Knowledge of computer networking configurations and data communication protocols.

Ability to utilize problem-solving capabilities when dealing with large, complex computer software systems.

Ability to communicate effectively, orally and in writing and to write concise and clear reports.

Ability to write programs and implement a variety of software systems.

Ability to establish and maintain effective working relationships with fellow employees and superiors.

C. Physical Requirements:

Task involves frequent walking, standing, sitting, bending, stooping, reaching, pulling, pushing, stretching; working in confined spaces; frequent lifting and carrying objects of moderate heavy (50+ pounds) and occasionally very heavy (100+ pounds); and/or standard dexterity in use of fingers, limbs or body in the operation of hand tools, vehicle, office equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Task may involve extended periods of time at a desk or computer keyboard.

D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.
Task requires odor perception and discrimination.
Task requires depth perception and discrimination.
Task requires hearing perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Information Services Director

Received by: _____ Date: _____
Employee