

CITY OF SALINAS

NETWORK/SYSTEMS ADMINISTRATOR

BARGAINING UNIT/CLASS CODE:

AMPS / H30

DEFINITION

Under the administrative direction of the Information Systems Manager, performs highly responsible administrative and technical work in the development and operation of municipal data processing and computerized systems; includes the design, creation, monitoring, administration, troubleshooting and enhancement of personal computer networks, wide area networks, and single and multi-user platforms operations and maintenance.

DISTINGUISHING CHARACTERISTICS

This classification is primarily responsible for City network and personal computer administration and is responsible for client-server and multi-user platform administration and support. This class administers hardware, operating systems, and related network and communication systems and performs design, development, evaluation, and maintenance, as well the system administration of a variety of personal computer, network, minicomputer, and host operating systems.

ESSENTIAL JOBS FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Supervises and trains assigned staff, assigns work, conducts performance evaluations, provides opportunities for staff development. Coordinates, delegates, and follows up on the work of assigned staff to ensure completion; sets work priorities, coordinates and schedules assignments and establish goals and objectives. Plans, organizes, manages, participates in and directs the work of all network maintenance, design, development, successful installation and quality control aspects. Prepares long-range technology plans, develops policies and procedures for network access, network traffic, over-all network security, network maintenance and coordinates connectivity with all Information System divisions. Designs network connectivity to the City's Wide Area and Department Local Area Networks, including reviewing, approving, documenting, monitoring and modifying wide-area network configurations, and design. Has a thorough understanding of the Internet and facilitating the appropriate connections. Surveys and analyzes major existing or proposed systems in complex computer network areas; confers with departments to determine system requirements, functions, procedures, desired results and problem definition. Conducts feasibility studies and prepares reports of time estimates, personnel requirements, and progress reports on assigned projects; reduces design projects into component analysis tasks and prepares final systems design, specification and documentation. Prepares and/or modifies complex and extensive mini and microcomputer networks; directs and assists in the testing and debugging of systems; ensures that documentation is complete prior to releasing for operation; personally performs the more difficult aspects of the work. Manages Adds/Moves/Changes with city departments and coordinates with all Information System staff to a successfully implementation. Monitors changes and developments of the computer network and systems field by attending seminars, conferences and lectures, and by reviewing professional literature; evaluates their application to City activities and recommends implementation.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on software specifications, and distinguish colors for hardware and software performance evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs., infrequent need to lift up to 40 pounds of computer hardware; physical stamina sufficient to sit for prolonged periods of time; mental acuity to

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NETWORK/SYSTEMS ADMINISTRATOR (continued)**

collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include out-of office work at near-by worksites, driving to job sites and meetings, and out-of-town training.

QUALIFICATIONS:

Knowledge of:

Network Topologies, Network System management, and in-depth understanding of heterogeneous networks. Network architecture, protocols, and interconnectivity requirements for internal/external information transmission. Computing services, networking and information technology. Project management for computing services projects. Use of operating systems associated with City's computer environment, local area networks (LANs), and City's installed base of personal computers, which includes peripheral devices associated with City's central (host) computer. Standard database, word processing, spreadsheets, utilities and similar personal computer software. The operation, functions, capabilities and requirements of personal computer hardware. personal computer troubleshooting principles and practices. Job planning, prioritizing and scheduling techniques. Basic supervisory principles and practices. One or more of the following (depending on the needs of the City): telecommunications, host systems software, host operations, data management, software tools and utilities, help desk operations.

Ability to:

Perform project management including scheduling, developing critical paths, tracking, contingency planning, resource allocation, and team leadership. Perform the essential functions of this classification. Provide leadership technical assistance to assigned subordinates. Prepare a wide variety of professional reports, documentation, and correspondence. Communicate effectively with all levels of management. Establish effective working relationships with employees, other City staff, departments, and the general public. Ensure the City's philosophy of successful customer service is understood by all subordinate employees and carried out in all forms of communication and practices. Provide a global perspective to assist department's City-wide in emerging technology.

License and Certificates:

Possession of a valid California Driver's License. Microsoft Certified Systems Engineer (MSCE) or Cisco Certified Network Architect (CCNA). Certification to be obtained within one year of employment.

Education and Experience:

Any combination of training, education, and experience equivalent to a four-year degree from an accredited college or university with a major in information systems, telecommunications, computer science, or a closely related computing systems concentration; AND a minimum of three (3) years of progressively responsible experience in systems development, which includes two (2) years in the administration and analysis of local area network environment of at least 400 end users and multiple locations, and at least (1) year of team supervision.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____