

LAN/WAN NETWORK COORDINATOR

CODES/PAY RANGE

Class Code: 1602

EEO Code: B

Pay Range: 217

MAJOR FUNCTION

Responsible, professional and technical work designing, implementing, and managing distributive systems and associated communications network technologies.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Manages, maintains and expands existing base of support group local area networks (LANs) and wide area networks (WANs).

Installs and documents all upgrades to NOVELL, AIX and/or NT operating systems.

Conducts needs assessment studies regarding implementing networks in divisions. Determines efficient method for satisfying user needs. Reviews and evaluates computer network software and hardware.

Designs and implements new networks for divisions. System (software) administrator for the distributed computer systems in the county.

Maintains system security. Establishes system backup and restore methodologies. Defines and allocates disk storage for all file systems on network.

Works closely with both Microcomputer Support and Network Management staff in the installation, changing and troubleshooting computer networks.

Defines, monitors, diagnoses and solves complex computer network problems. Works with user divisions on enhancements and expansions to existing computer networks.

Serves as a liaison between Information Technology Services and outside computer vendors. Maintains knowledge and publications on distributed systems computer technology as it is released.

Performs related work as required.

(LAN/WAN Network Coordinator continued)

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of computer technology to include local and wide area (LAN/WAN) computer networks. Knowledge of computer hardware and software. Knowledge of interfacing LAN/WAN networks to mainframe and minicomputer host environments. Knowledge of UNIX (AIX), NT, TCP/IP, and NFS. Knowledge of UNIX Workstations and X-Stations capabilities and operations.

Ability to design and implement computer networks. Ability to define and diagnose complex problems with computer networks. Ability to review and evaluate computer hardware and software. Ability to supervise subordinate staff. Ability to communicate orally and in writing. Ability to establish and maintain effective working relations. Ability to plan, coordinate and schedule projects. Ability to think logically and show attention and detail. Ability to effectively communicate. Ability to perform system analysis.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Computer Science or related field, and three(3) years of progressively responsible operational experience in LAN/WAN, UNIX (AIX), and NT or equivalent software operations systems.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary. Ability to see (color), talk, finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical manuals, professional journals, mechanical drawings. Ability to write reports, summaries, letters and memos. Ability to speak clearly and concisely; conversant in area of discipline. Ability to analyze data and develop conclusions. Ability to perform general mathematical functions.