SR. NETWORK SYSTEMS ANALYST

GENERAL

Responsible technical work in network administration, operating system installation and configuration, trouble shooting and end-user training.   Work is performed under general supervision of the Assistant Chief Information Officer.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Responsible for the administration of a 600+ node Windows network.
- Configures and maintains Microsoft servers, personal computers, network routers, and switches.
- Responsible for Firewall and Network Security
- Responsible for User and Email account maintenance
- Configures and maintains VoIP telephone system
- Configures and maintains Microsoft Exchange server and mail filtering
- Configures and maintains Microsoft Active Directory architecture
- Configures and maintains Hyper-V ecosystem
- Configures and maintains DNS and DHCP infrastructure
- Configures and maintains Microsoft SQL Servers
- Configures and maintains ESRI ArcGIS Server
- Manages various 3rd Party server applications to support a variety of departmental needs
- Maintains PCI Compliance on the payment network
- Conducts regular security audits of supervised systems
- Administers server certificates for web and other servers that require encrypted communication
- Creates training materials and conducts training classes for users of mission critical systems.
- Provides written and oral reports of activities to management.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office methods and procedures.
- Considerable knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) Windows Server and Workstation, Ethernet and TCP/IP, and various routing and switching devices.
- Ability to install and configure relational database systems, such as Microsoft SQL-Server.
- Ability to configure data backup systems and virus protection systems.

- Ability to conduct research and define results.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science or related field. Ten years' experience in microcomputer support.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bargaining Unit: Bargaining
FLSA: Non-Exempt
Pay Grade/Group: 32/42
Location: IT Department
GERS: Regular: Regular Class