

NETWORK SPECIALIST

Tompkins County

Classification: Competitive

Labor Grade: White Collar Grade 13

Approved: 8/96

Revised: 9/98; 12/99; 5/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in computer science, computer information systems, electrical technologies or a closely related field **AND** two(2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in a network environment; **OR**
- (b) Graduation from a regionally accredited or New York State registered two- year college with an Associate's Degree in computer science, computer information systems, electrical technologies or a closely related field **AND** four (4) years of full-time paid (or the equivalent part-time and/or volunteer) experience in a network environment; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of full-time paid (or the equivalent part-time and/or volunteer) experience in a network environment; **OR**
- (d) Any equivalent combination of training and experience as described in (a),(b)or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work involving the development, coordination, and management of various computer network activities. This includes working with various offices, agencies, departments, school districts, local government bodies, etc., to develop and coordinate computer networks and interconnections. Coordination is required of all other activities to establish and maintain a regional wide area network initiative. The incumbent may be required to work with various agencies to form joint project plans and develop arrangements between multiple parties within the region. Operation and oversight on one or more networks may be required. The incumbent performs these duties under the general supervision of the Network Administrator. Although supervision is not a primary function, the incumbent may supervise projects and work groups, as well as provide technical oversight. Considerable leeway is allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Collect information supporting analyses to include cost information, legal requirements, user requirements and other related information;
- Provide oral and written reports to appropriate boards and project stakeholders, as well as to the public;
- Set up and maintain network computer hardware and software, with proper cabling and connections to ensure entire system is operational;
- Research and define problems in terms of objectives, system constraints, compatibility requirements, space, impact on resources, etc;
- Develop and document operational procedures;
- Communicate with vendors and technical support to aid in the solution of network hardware and software problems;
- Perform research, specifications and cost information for budgetary analysis and planning;
- Meet with committees and supervisors on a regular basis;
- Assist in training others and providing Help Desk support.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good technical knowledge of current and evolving Internet and Cybersecurity technologies;
- Good technical knowledge of local and wide area networks;
- Good knowledge of network protocols and management systems;
- Good knowledge of network operating systems.
- Good technical ability with and knowledge of computer networks and network servers, as well as the ability to assimilate network technologies;
- Ability to exercise independent judgment;
- Ability to develop reports, proposals, cost analyses and other documentation;
- Ability to work with various telecommunications suppliers and/or vendors;
- Ability to troubleshoot server problems;
- Physical condition commensurate with the demands of the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good technical knowledge of current and evolving Internet technologies; Good technical knowledge of local and wide area networks; Good knowledge of network protocols and management systems; Good knowledge of network operating systems, e.g., UNIX, Novell, Windows NT, Appleshare; Good technical ability with and knowledge of computer networks and network servers, as well as the ability to assimilate network technologies; Ability to exercise independent judgment; Ability to develop reports, proposals, cost analyses and other documentation; Ability to work with various telecommunications suppliers and/or vendors; Ability to troubleshoot server problems; Physical condition commensurate with the demands of the position.