

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### NETWORK SYSTEMS ANALYST

**Department:** Information Technology  
**Pay Grade:** 111  
**FLSA Status:** Exempt  
**Job Class:** 3057  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for designing, implementing, maintaining, and repairing the County's network cabling systems, which includes set-up and maintenance of phone systems, switches, and routers. Responsible for implementing, maintaining, and repairing equipment, associated software, and other components on a local/wide area network basis for Marion County.

#### ESSENTIAL JOB FUNCTIONS

- Assists with design, implementation, and integration telecommunications and data communication transport systems.
- Performs setup and provides required maintenance of phone systems, network switches, and routing equipment under guidance of the Network Systems Administrator
- Oversees network cabling projects and ensures installations are accomplished to codes, standards, and other required specifications.
- Sets up and maintains wireless access points and associated infrastructure.
- Maintains the organizations video surveillance systems.
- Installs multi-platform computer equipment and software, including configuration and equipment maintenance, for equipment connected to the local/wide area network.
- Maintains the network operating systems, workstation menus, and network interfaces, to include rights of privileges and security according to the organizations policies and standards.
- Assists on LAN/WAN documentation for content, accuracy, and integration of new systems in keeping with developing technologies.
- Instructs other support staff on standard methods for troubleshooting, upgrades, and installations. Trains other support staff in standard installation and maintenance.
- Provides training of customers on proper use of computers and software. Conducts training at the user's location at time of installation.
- Performs follow-up on all work performed to ensure satisfaction and compliance.
- Evaluates damages and repair costs and evaluates equipment and software.

- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's Degree in Information Technology, Computer Science, or related field; and one (1) year minimum, three (3) years' preferred, experience in the installation, maintenance, diagnostics, and troubleshooting of network infrastructure systems in local, wide, and wireless environments; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and diagrams.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to function independently and in group settings as an expert in matters of specialized policy, analyses, or complex technical systems.

- Knowledge of current standards technologies associated with network systems, e.g., Novell, Microsoft.
- Knowledge of current network cabling, telecommunications and infrastructure requirements for a comprehensive network system utilizing local, wide, and wireless networks.
- Knowledge of Internet and Intranet connectivity devices and requirements.
- Knowledge of client/server local and wide area network environments.
- Ability to organize material, analyze a wide variety of information, and develop and implement appropriate recommendations.
- Ability to work independently with limited supervision.
- Ability to explain policies and procedures as a lead worker.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally as a team lift, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed primarily in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, and vibration; and will frequently be exposed to moving mechanical parts and risk of electrical shock.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.