COMPUTER NETWORK SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the planning, implementation and maintenance of local and wide area digital networks. Additionally, the work involves ensuring that end users are proficient and confident in using their systems. An incumbent in this position will be responsible for maintaining hardware and software at peak performance through regular, systematic upgrades. General supervision is received from a technical or administrative supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:
Plans, implements and maintains local and wide area digital networks;
Assesses end-user technology, identifies needs and makes recommendations for solutions;
Assists agency personnel with the preparation and use of local and wide area digital
    networks;
Monitors existing network systems and corrects and modifies topology and protocols to
    optimize performance;
Provides training to end users to optimize their system's performance;
Assesses the organization's network requirements and implements tailored solutions to
    address them;
Connects, configures, and maintains modems, routers and bridges for Local Area Network
    (LAN) and Wide Area Network (WAN) systems;
Installs new software, network interface cards, local applications and peripheral equipment
    and configures them for new users;
Installs, configures and maintains both new and existing Ethernet, Starlan and Token Ring
    topologies;
Performs routine and regular maintenance on computer-related communications and
    networking equipment;
Configures and upgrades software to optimize performance in network environments;
Prepares written and oral reports detailing findings and recommendations;
May manage internet and e-mail usage.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the principles and practices of network administration; good knowledge of computer systems administration; good knowledge of hardware and software used to operate a computer network; good knowledge of computer peripherals (e.g., printers, servers) used in network administration; ability to troubleshoot servers, computers, printers, copiers, telecommunications and mobile device problems; ability to analyze user needs and integrate existing technology into new and updated topologies; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to train equipment users.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and seven (7) years of paid work experience implementing and/or developing and maintaining computer networks, two (2) years of which were spent implementing and/or developing and maintaining local and wide area digital networks; <u>or</u>

2. An Associate's degree in Computer Science, Management Information Systems, or comparable degree <u>and</u> five (5) years of paid work experience implementing and/or developing and maintaining computer networks, two (2) years of which were spent implementing and/or developing and maintaining local and wide area digital networks; <u>or</u>

3. A Bachelor's degree or higher in Computer Science, Management Information Systems, or comparable degree <u>and</u> three (3) years of paid work experience implementing and/or developing and maintaining computer networks, two (2) years of which were spent implementing and/or developing and maintaining local and wide area digital networks.

R.C.D.P.   (10.20.2015)   01.09.2025
Competitive