

**City of San Rafael  
Job Class Specification**

## **Job Title: Network Analyst**

### **SUMMARY**

Assists in planning, developing, coordinating, and administering the City's local area and wide area data communications networks and telecommunications systems. Leads the support services for microcomputer hardware, software, and various network devices such as terminals, laptop computers, printers, projectors, scanners, copiers, FAX machines and plotters.

### **DISTINGUISHING CHARACTERISTICS:**

This job class is distinguished from the Information Systems Network Administrator in that the latter is a supervisory class assigned to manage the data communications networks, telecommunication systems, microcomputer support services and standardized application training within the Information Services Division of the Management Services Department.

This job class is distinguished from the Programmer Analyst I/II series in that the latter is responsible for the programming and analysis of the City's mid scale systems, hardware and applications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists with data communication networks, both local area and wide area networks including the design, selection and implementation of hardware, software and communications solutions.
- Administers, maintains, and inventories the City's network communication equipment workstations including laptop computers.
- Maintains network servers, departmental applications on the network or combination of both, including enterprise software.
- Assists in the City's telecommunications systems, including the selection, implementation and maintenance of related systems and equipment.
- Administers and provides the City's support services for microcomputers, including the evaluation, selection, installation and maintenance of microcomputer hardware and software.
- Evaluates and participates in the selection, and when required, install network equipment, including maintaining inventory of equipment and assists in managing the distribution of equipment in accordance with established policies.
- Coordinates and completes the maintenance and replacement of supported network devices such as printers, laptop computers, video terminals, plotters, FAX machines, scanners and copiers.
- Maintains systems security, confidentiality, protocols, and backups.
- Keeps accurate records, logs and documentation related to network administration.
- Schedules and provides training on network applications.
- Participates in Information Services Committee meetings, makes recommendations and implements solutions that are consistent with the City's Information Systems Strategic Plan.
- Maintains related support tools.
- Participates in presentations to employee or groups.
- Prepares written reports.
- Performs related duties as required.

### **EDUCATION AND EXPERIENCE:**

Associate in Arts degree from an accredited community college with major course work in computer science or a related field and two (2) years of increasingly responsible professional network support level and related administrative duties, which included the maintenance of local and wide area networks, telecommunication system administration. Valid drivers license.

**KNOWLEDGE OF:**

Current technology and implementation techniques of local and wide area computer networking. Principles and techniques of managing telecommunications. Current microcomputer technology hardware, software, and support. System training techniques and options. Connectivity of systems devices such as pointers, laptop computers and other related equipment; Principles and practices of effective leadership.

**ABILITY TO:**

Coordinate and implement programs to respond to customer requests; prepare written procedures and policies; work independently and make sound judgments; analyze current and future network and telecommunication technologies and needs; provide technical assistance and leadership to other support staff and contractors as required, work as a team player within the division.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in works in indoor conditions and regularly works near video display. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

**Hazards:** Hazards are moderate, fairly predictable and protected against.

FLSA Status: Nonexempt  
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