

NETWORK ADMINISTRATOR

SUMMARY

Under general direction manages a citywide communications network including voice, data, video, and associated networks. Assists in the preparation of the Communications budget and the expenditure of approved funds. Maintains and supports a variety of wireless, cable, and fiber optic network platforms. Establishes rules, procedures and division standards. May supervise personnel as required.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined by the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in hierarchical order)*

1. Administers a citywide communications network that includes integration of all voice, data, and video communications over a variety of medium including copper, fiber optic, microwave, and RF.
2. Analyzes network-related problems regarding end user performance and takes appropriate corrective action.
3. Assures appropriate network connectivity, security and data integrity procedures are implemented.
4. Maintains the operations of a citywide fiber optic network including all voice data and video communications between central and remote sites. Coordinates the connectivity and utilization between other agencies.
5. Develops technical and operations procedures for access and connectivity to the network.
6. Identifies and performs needed assessments pertaining to the communication and networking requirements of the department, in consultation with directors and system users.
7. Directs and supervises professional, technical, and clerical personnel in the support of the telephone, computer systems, and networking operations.
8. Evaluates the performance of subordinates. Makes disciplinary, hiring, and discharge decisions subject to the approval of the MIS Director.
9. Maintains and implements current local, state and federal legal requirements regarding licensing and network connectivity.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of electronics and communications; including voice, data and video theory, design, and installation.
- Knowledge of voice and data communications, networks and RF technology.
- Knowledge of computer hardware and software on multidimensional platforms including application management, programming applications, and client-server/networking communications.
- Knowledge of the sources of information and current developments in voice, data, and video network technology.
- Knowledge of electronics theory and application.
- Skills in project management, systems analysis, planning and organizing.
- Ability to supervise and direct the work of professional, technical, and clerical personnel.
- Ability to communicate effectively, orally, and in writing with all levels of management and external agencies to coordinate and implement departmental and citywide applications.
- Ability to diagnose and resolve complex technical problems.
- Ability to establish and maintain effective working relationships with end users, administration, and vendor representatives.
- Ability to evaluate training needs and objectives.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

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MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major computer science, mathematics, or business information systems; with a minimum of five (5) years work related experience in communications and/or MIS, or any equivalent combination of training and experience.