

NETWORK MANAGER F/T



Town of Hamburg
Status: Full-time 40 hours per week
Salary: \$52,000-\$60,000 per year

Reports to:
System Support Specialist

DISTINGUISHING FEATURES OF THE CLASS:

The work involves planning and coordinating the design, installation and operation of the data communications network for a municipal information system. This is a technical data processing position responsible for coordinating and supervising data communications networking responsibilities for a comprehensive E.D.P. information system in a jurisdiction. Work is performed under the general supervision of a higher-level administrator with leeway for the exercise of independent judgment. Supervision is exercised over lower level technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and monitors the installation of network cabling and telecommunications wiring throughout the jurisdiction;

Works with department heads, administrators and other management personnel to identify workstation requirements, terminals, printers, personal computers, their location, functionality and connectivity requirements;

Works with engineers and installation staff in identifying wiring requirements to plan the number of device servers, communication handlers and control devices needed to provide access to all remote locations;

Plans and installs analog and digital modems where appropriate to provide controlled external *access* to integrated communications network;

Plans, develops and implements an access control methodology to permit controlled accessibility to jurisdiction's information resources and to ensure a detailed audit trail of accessed information;

Diagnoses and troubleshoots data communications problems, takes appropriate corrective action and documents the occurrence;

Manages the help desk to monitor network activity among all users connected to the network;

Provides communications trouble shooting and network assistance;

Trains operations personnel in the proper and effective use of data communications hardware, software and procedures;

Assists in the planning for and design of the jurisdiction's data communications network and monitors the installation of the network;

Prepares periodic reports regarding installation status, problems and recommendations; Writes and maintains trouble shooting procedures;

Maintains logs, reports, graphs, and related statistics regarding network activity;

Develops and maintains an accurate directory of peripheral equipment connected to the network.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current data communications technology, capabilities, connectivity strategies and approaches associated with effective multivendor data communication networks;

Good knowledge of pertinent networking and interface protocols and their application to municipal objectives;

Working knowledge of modems, terminal servers, connecting devices and voice/data technology and their installation/implementation aspects within a complex environment;

Ability to oversee the implementation of plans and activities supporting municipal information systems;

Ability to oversee and assess the work performance of professional and technical staff, Ability to communicate effectively both orally and in writing;

Ability to gain the cooperation of municipal administrative personnel toward meeting objectives;

Sound professional judgment;

Tact;

Dependability,

Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered or university with a Bachelor's Degree in Computer Science, Electrical Engineering, Data Communications, Data Processing or a related field and five (5) years of experience in the design, installation, and/or maintenance and repair of electronic data communications equipment or network systems, at least one (1) year of which specifically involved network design and installation responsibilities; or:

B) Graduation from a regionally accredited or New York State registered two (2) or four (4) year college or university with an Associate's Degree in Computer Science, Electrical Engineering, Data Communications, Data Processing or a related field and seven (7) years of experience in the design, installation, and/or maintenance and repair of electronic data communications equipment or network systems, at least one (1) year of which specifically involved network design and installation responsibilities; or:

C) An equivalent combination of training and experience, as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirement.

* This is a provisional appointment until the Civil Service Exam is given. You must score within the top 3 candidates of Erie County residents who take the exam, or within the top 3 candidates of the Town of Hamburg residents who take the exam if you live within the Town. Must reside within Erie County.

Please submit resume and County Employment Application (found on website Townofhamburgny.gov) to the Personnel Office (address below).

Town of Hamburg-Personnel Department
Attn: Tara Rinaldi
6100 South Park Avenue, Hamburg, NY 14075
Trinaldi@TownofHamburgNY.gov