



Network Analyst Information Systems

IT/10 - 247

JOB SUMMARY

This position is responsible for maintaining the enterprise network environment by identifying network requirements; installing upgrades; monitoring performance and configuring networking devices.

MAJOR DUTIES

1. Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
2. Evaluates network performance issues including availability, utilization and latency; planning and executing the selection, installation, configuration, and testing of network devices; defining network controls and procedures; establishing connections and configuring firewalls.
3. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation and performing audits as necessary for information security management.
4. Provides network training and technical support to field technicians and county staff.
5. Works with hardware and software vendors to implement new technology solutions and resolve escalated technical problems.
6. Works cross functionally with county departments.
7. Oversees and implements assigned projects.
8. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the TCP/IP suite of protocols and OSI model; IP addressing; WAN technologies; managing IP traffic utilizing VLANS and access control lists.
2. Knowledge and skills required to install, operate, and troubleshoot an enterprise branch network.
3. Knowledge of the principles of information security with an emphasis on securing point-to-point connections.
4. Knowledge of the concept of systems analysis.
5. Skill with programming a variety of access layer devices especially switches and routers.
6. Skill in researching and analyze emerging technologies.
7. Skill in oral and written communication. Ability to explain complex technical concepts clearly and concisely.
8. Ability to maintain focus, and work both independently with little or no supervision or in a team environment.

SUPERVISORY CONTROLS

The Chief Information Officer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Fayette County Employee Handbook, county policies and procedures, departmental procedures, and other industry standards and best practices used throughout the industry. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical duties in the administration of the County's hardware and software infrastructure. Frequently changing industry standards contributes to the complexity of the position.
- The purpose of this position is to administer the County's on-premise network and cloud infrastructure. Successful performance in this position contributes to the increased effectiveness of county operations

through the efficient and timely processing of information and delivery of county services.

CONTACTS

- Contacts are typically with members of the general public, other county employees, and vendors.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, computer room, stockroom, or warehouse. The employee may be exposed to machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position requiring the candidate to maintain network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor. for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.