

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB395 Network Analyst I
POSITION #/TITLE: 2502, 2503, 2504 Network Analyst I	Adopted: 02-08
	Revised: 01-09

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2486/NB386/IT Operations Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Coordinates the maintenance and design of the City's network system to ensure data integrity and availability.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. This classification is distinguished from Network Technician classifications by a higher degree of network analysis and advanced levels of network maintenance for the city-wide network.

Examples of Essential Work (Illustrative Only)

Analyzes integrity and availability of City's network system;
Coordinates the design and maintenance of the City's organization-wide network;
Tests, evaluates and recommends network related equipment to Information Technology Operations Manager;
Configures and installs network software;
Recommends areas of network operations that need upgraded equipment;
Monitors and installs data communication lines and equipment using hand tools and following vendor standards;
Recommends policies, procedures, and protocols to support the network operation and ensure network security;
Researches trends and innovations in computer network operations and makes recommendations to the Information Technology Operations Manager;
Participates in the establishment of goals and objectives for wide area network administration;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of computer network configuration, installation and maintenance;
Good knowledge of computer capabilities and associated networking equipment;
Good knowledge of routers and hubs;
Good knowledge of structured wiring systems;
Good knowledge of the functions and operations of the Information Technology Division;
Ability to use diagnostic tools and equipment to maintain and repair computer network systems;
Ability to install new networking equipment;
Ability to communicate effectively and maintain working relationships with department heads, other City employees, outside vendors and the public;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on network hardware/software;
Ability to train others in the use of computer operations and software applications;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Computer Science or a closely related field; and
Considerable experience working with network administration; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.
Network-related certification preferred.
May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer related equipment;
Sufficient personal mobility, which permits the employee to work in a general office environment and visit other work sites in the City.