CLASSIFICATION ADDENDUM

Job Title: Network Manager
Classification Specification: Manager/Program Manager
Barg Unit: Non
Pay Grade: D62

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Network Manager performs duties supervising the analysis, design, installation, configuration, maintenance and license management of the computer networks for City departments; manages all hardware and security measures of the City's network infrastructure in a multi-agency consortium; supervises staff; reviews and approves proposals for new networks; changes proposals to include physical and logical models for new networks, and completes an implementation plan; supervises network review, and maintains a database that displays the current configuration; maintains an ongoing awareness for the latest developments in technology; determines project priorities and manages projects and budgets; prepares plans and implements changes to network configuration; represents the City on interagency groups and boards; may act in absence of the Director; interacts with City employees to facilitate the designing, configuring, and installing of networks and network components; oversees the installation of servers, PCs, physical wiring, and other components; supervises the diagnosis and repair of hardware problems; provides technical expertise for the preparation and maintenance of a disaster recovery plan. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:
- In the field of computer science with progressively responsible experience in network coordination, analysis, installation, and administration, including management experience.

Licensing Requirements:
- Valid Oregon driver's license at time of appointment.
- Certification as a Novell, or LAN Manager.

Knowledge:
- Software applications, including network installation methods and procedures;
- Network protocols and topographies; computer security systems;
- Systems analysis and design and implementation techniques;
- Novell, NT, and Microsoft Workgroups; DEC environment and operating systems.

Skills: *(Demonstrated skill in performing the following)*
- Reviewing existing network configurations and making the necessary decisions and recommendations;
- Managing and implementing software metering tools;
- Effectively supervising the design, installation, repair, and maintenance of the network;

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• Conveying technical information to persons not directly engaged in data processing activities.

Qualification For Grade Progression: N/A

Physical Requirements Addendum
Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.

Addendum History

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