

NETWORK COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical data processing position responsible for administering and participating in the maintenance, installation, and operation of computer networks. Work involves analyzing and diagnosing hardware and software network problems, researching and installing new products, and training users on new software and equipment. Work performed is under general supervision with wide leeway allowed for the exercise of independent judgement in carrying out the details of the work. A Network Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes and takes corrective action of computers and data communications hardware and software network problems;
- Performs routine and regular maintenance on computer-related communications and networking equipment;
- Analyzes existing systems and makes recommendations for updating systems in terms of new computer hardware and software;
- Installs and maintains networking software and hardware;
- Researches and evaluates new products;
- Maintains up-to-date knowledge of new trends and technology for computer hardware, software, and networking;
- Assists in data communication problem solving, operation, and design, including county telephone system;
- Programs, installs telephones, and maintains county operated telephone system;
- Demonstrates and trains users in the operation and maintenance of computer hardware and software;
- Configures department workstations and networks;
- Ensures security and efficiency of computer systems;
- Tests new computer hardware and software;
- Makes repairs to equipment as needed;
- Consults with vendors, distributors, and users regarding the purchase of computer hardware, software, and networks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of micro-computer and product technology; good knowledge of logical operations of computers and data communication devices; working knowledge of data processing methodology and techniques including documentation of data security; ability to define and recommend micro-computer hardware and software; ability to detect and resolve severe micro-computer breakdowns and problems; ability to effectively teach and instruct novice micro-computer users; ability to deduce problems logically; ability to configure work stations and networks; ability to establish and maintain effective working relationships; initiative; patience; dependability; good judgement; physical condition sufficient to perform the essential functions of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Computer Technology, data processing management information systems, plus two years experience with responsibility for the maintenance, configuration, or installation of micro-computer hardware and software;

OR

- B) Four years experience as defined in (A) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 8/21/97

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