

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NETWORK SYSTEMS ANALYST

BASIC FUNCTION:

Under the general direction of the Director of Computer Systems and Services and receiving work direction from the Supervisor of Systems and Programming; as a technical expert, serves as the District's primary source for information, consultation and recommendations on all matters related to network and Windows, Linux and SQL server performance, utilization, installation, maintenance and security; install, configure, maintain and monitor network and server equipment; monitor and report network and server performance and utilization; evaluate network activities and prepare and present recommendations for effective and efficient operations; and coordinate maintenance and support activities, vendor contracts and agreements. Additional responsibilities will include the system administration of servers running a variety of applications but not limited to Windows, Linux, and SQL.

REPRESENTATIVE DUTIES:

Continually evaluate existing network configurations, components and software; prepare and present recommendations for network enhancements and/or modifications. *E*

Coordinate and administer Windows, Linux and SQL based servers; plan for future use; troubleshoot, resolve, and respond to user problems, issues, and requests; implement, maintain, and configure system enhancements and software fixes. *E*

Monitor, evaluate and report on network performance and utilization; prepare and present recommendations to maintain effective and efficient network performance. *E*

Monitor and maintain reasonable currency for District network software; evaluate new network software and prepare and present recommendations for appropriate changes and enhancements. *E*

Monitor, evaluate and report on Internet connectivity and performance; prepare and present recommendations to maintain effective and efficient Internet connectivity and performance; install and configure hardware and software required to maintain effective and efficient Internet connectivity. *E*

Coordinate network maintenance and support activities, contracts and agreements with vendors; ensure compliance with contract terms and conditions. *E*

Coordinate Windows, Linux and SQL server maintenance and support activities, contracts and agreements with vendors; ensure compliance with contract terms and conditions. *E*

Monitor, evaluate and maintain network security; prepare and present recommendations to maintain effective and efficient network security; install and maintain network security measures. *E*

Monitor and evaluate overall LAN/WAN environments including connectivity and inter operability with the District's network; prepare and present recommendations to maintain effective and efficient LAN/WAN connectivity and inter operability. *E*

Install and configure standard network and LAN/WAN operating systems to provide end to end connectivity to networked clients. *E*

Monitor and coordinate network and related equipment additions, deletions and changes including evaluation and recommendations related to facilities requirements. *E*

Network Systems Analyst - Continued

Monitor and coordinate Windows, Linux and SQL server related equipment additions, deletions and changes including evaluation and recommendations related to facilities requirements. *E*

Monitor and evaluate changes and enhancements in network technology and prepare and present recommendations for the proper utilization of new technologies within the District's network. *E*

Establish and maintain network and Windows, Linux and SQL server standards, policies and procedures including, but not limited to, disaster recovery policies, dial access policies and appropriate security actions to ensure the safety and integrity of District data, hardware and service delivery; monitor compliance with these policies and report noncompliance to management staff. *E*

Develop and maintain documentation on network configurations, release levels, policies and procedures. *E*

Develop and maintain documentation on Windows, Linux and SQL server configurations, release levels, policies and procedures. *E*

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information technology and network administration. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and techniques of network installation, configuration, maintenance and troubleshooting.

Methods and techniques of Windows, Linux and SQL server installation, configuration, maintenance and troubleshooting.

Advanced principles and practices of computer science and information technology.

Operational characteristics of sophisticated network environments and associated equipment

Principles and operations of file servers within LAN/WAN environments.

Network security and disaster recovery measures.

Oral and written communication skills.

ABILITY TO:

Identify and analyze network problems and recommend appropriate solutions,

Identify and analyze internet related problems and perform remedial actions.

Install, configure and maintain College networks.

Install, configure and maintain College Windows, Linux and SQL based servers and environment.

Monitor and coordinate additions, deletions and changes to the network.

Monitor and evaluate network performance and prepare and present recommendations for appropriate actions.

Establish and maintain Internet connections with District network.

Install and maintain LAN and WAN environments.

Implement and maintain network security.

Ensure proper maintenance of network systems and related equipment.

Remain current in information technology concepts, tools, techniques, and applications.

Operate office equipment including computer terminal.

Prioritize work to meet schedules and time lines.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Network Systems Analyst - Continued

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree from an accredited college or university with major course work in computer science, information technology, or a related field; and five years of increasingly responsible network installation, configuration and maintenance experience of which three years must be in a sophisticated network environment comparable in size and complexity to SWC. Professional certifications such as MCSE, MCSE/I or CNE and knowledge of HP Openview Transcend NMS are desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting or standing for prolonged periods of time.

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Use of hand tools such as screw drivers, pliers, etc.

Lift and carry moderately heavy equipment.

Crawl on floor, under desks, and in tight places.

Bending at the waist.

Work on ladders.

Seeing to read and verify data and prepare various materials.

HAZARDS:

Extended periods of time viewing computer monitor.

Revised: March, 2006
Johnson & Associates