

NETWORK SPECIALIST

General Statement of Duties: A **NETWORK SPECIALIST** performs a variety of technical and professional assignments of varying difficulty pertaining to the overall core network system environment as implemented by the City of Royal Oak. This position reports directly to the Manager of Information and Communication Technology. Duties will usually consist of routine network administration and support of computer networking, as well as the related hardware and software encompassing the entire network infrastructure in accordance with departmental rules and regulations. The work may involve specific instructions given by the department head when specific problems arise, although the **NETWORK SPECIALIST** is required to exercise some independent discretion when faced with critical conditions.

Essential Duties and Responsibilities:

The following is intended to indicate the types of duties and responsibilities requested of the employee assigned this title. It is not intended to be all-inclusive or limiting as to the specific duties and responsibilities that may be required.

1. Responsible for administration and installation of network hardware and software in a multiple server LAN/WAN environment.
2. Provides expert technical assistance concerning all levels of network-related problems in a multiple server, multi-gigabyte switch and router environment.
3. Designs, develops, secures, and maintains network infrastructure and technology systems.
4. Develops, implements, and maintains all network, software, and end user security plans.
5. Responsible for adhering to and enforcing the City's Computer User and Security Policy throughout the City.
6. Administer, coordinate and implement custom report writing with specialization in Cisco Meraki, WatchGuard FireGuard, Excel, etc.
7. Coordinate solutions with the Systems Administrator to be consistent with integrated solutions and/or developments already in progress.
8. Assists in cabling and equipment installations and repairs
9. Performs routine updates and maintenance tasks.
10. Monitor and review network activity logs daily using software (Meraki Dashboard, WhatsUpGold, LibreNMS) and perform testing to provide diagnosis of issues and to assist with deployment of solutions
11. Report on traffic analysis and statistics regarding bandwidth use on all switches and routers.
12. Responsible for all aspects of intercity and inter-site connectivity. Administration of switches, routers, Access Points, hubs, PON network, and the Firewall.
13. Actively seeks and identifies cross-training opportunities within IT department for self and others
14. Perform other work and duties as required.

Qualifications for Employment:

Knowledge of Network Administration, OSI Model, Ethernet and TCP/IP.

Knowledge of network equipment and software configuration, installation and troubleshooting.

Knowledge of UNIX server and software configuration and administration is desirable.

Knowledge of network security issues in a multiple server Lan/Wan environment.

Ability to handle multiple complex assignments concurrently without loss of effectiveness.

Ability to work harmoniously and effectively in a team environment; demonstrated leadership abilities.

Skill in resolving complex problems.

Good oral and written communication skills.

A **NETWORK SPECIALIST**, upon application should have the following training and experience:

Graduation from a recognized college or university with a bachelor's degree specializing in Computer Information Systems, Computer Science, Computer Engineering or a directly related field.

A minimum of two years of network administration experience, which has resulted in the knowledge, abilities and skills described above.