

SNOHOMISH COUNTY JOB DESCRIPTION

NETWORK SPECIALIST

Spec No. 6141

BASIC FUNCTION

To plan, install and monitor Snohomish County's data communications network and to assist in supervising the computer operators.

STATEMENT OF DUTIES

1. Plans and evaluates changes and additions to network; installs and configures computers, terminals, controllers and peripheral devices; coordinates software requirements with systems engineers; coordinates electrical connections with maintenance staff.
2. Performs troubleshooting on all network problems; corrects problem or contacts proper repairperson.
3. Acts as operations project leader in the area of communications equipment specifications, acquisition and installation.
4. Develops and documents network procedures.
5. Provides daily supervision and training to computer operators; answers questions and assists with problems.
6. Operates the computer console and performs all the duties of subordinate employees as required.
7. Performs all the duties of the Computer Operations Supervisor in his/her absence.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years experience in a production computer operations environment, two (2) of which include experience working with data networks; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Experience as a lead or supervisor is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

Employee must be bondable.

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- computer operations concepts and techniques;
- computer hardware;
- operating systems and other software;
- supervisory methods and techniques;
- data codes, BTAM, SNA, and computer networking techniques;
- network hardware, communications controllers, modems, multiplexers, telephone equipment and terminals.

Ability to:

- operate computer and all peripheral equipment;
- analyze and resolve operational problems and help others solve problems;
- effectively supervise and train employees;
- communicate effectively both verbally and in writing;
- establish and maintain effective working relationships with clients, departments, vendors, and associates;
- work under pressure and meet deadlines.

SUPERVISION

The employee reports to and receives general direction from the Computer Operations Supervisor.

WORKING CONDITIONS

Work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Pre 1977 as Computer Operations Assistant

Revised: September 1988

EEO: 3 - Technicians

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous