

**CLASS TITLE: PRINCIPAL NETWORK ADMINISTRATION
SPECIALIST-(OIP)**

**Class Code: 02796500
Pay Grade: 31A
EO: C**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To manage a departmental data network and to assist a superior in supervising a professional staff engaged in systems analysis, systems design, and programming activities; to perform complex and difficult work in network management, systems analysis, and program development; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement in the application of systems analysis and electronic data programming techniques; work is reviewed upon completion for results obtained and conformance with pertinent laws, regulations, policies, and objectives.

SUPERVISION EXERCISED: Assists in the supervision and review of the work of a technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To administer a departmental data communications network; to monitor hardware and software performance, correct network malfunctions, control network access, and implement and oversee network security.

To administer one or more departmental Unix based computers to ensure their proper operation.

To install new hardware and software and interface new hardware and software with existing equipment.

To conduct feasibility studies of specific management/control systems; to assist in the development of proposed systems to improve overall performance and support long-range objectives; to assist in the coordination of systems design with other agencies within the department.

To assist in the development of systems requirements or general specifications by detailed analysis of the information needs of prospective users; as required, to develop detailed hardware and software specifications for procurement of new hardware and software.

To develop and/or supervise the development of application programs and databases utilizing Unix based relational database packages, shell scripts, and "C" and "BASIC".

As required, to conduct courses on data processing topics or systems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques required in assessing the feasibility, applicability, necessity, goals and costs of data processing systems and networks; a thorough knowledge of the capabilities, programming techniques and intricacies of automated systems and peripheral equipment; a thorough knowledge of the Unix and MS-DOS operating systems; a working knowledge of data networking principles, practices and techniques; a thorough knowledge of modern management principles and practices; the ability to supervise and review the work of a subordinate technical staff; the ability to prepare complex technical reports, and hardware and software specifications; the ability to prepare and conduct training courses; the ability to work effectively with subordinates, superiors and departmental personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by successful completion of advanced course in Computer Science and Unix systems administration; and

Experience: Such as may have been gained through employment in a Unix and/or network personal computer environment performing difficult and complex technical work in systems analysis and programming.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

Editorial Review: 3/15/03