

Ozaukee County  
Human Resources

121 W. Main Street  
PO Box 994  
Port Washington, WI 53074-

0994

Local (262) 284-8321  
Metro (262) 238-8321

**JOB DESCRIPTION**

JOB TITLE: Communications Systems and Network Analyst		
INCUMBENT: Open		CLASSIFICATION CODE:
DATE: 8/18/08	DEPARTMENT: Technology Resources	DIVISION:
EMPLOYEE GROUP: Management		FLSA STATUS: Non Exempt
PAY SCHEDULE: Not Represented	PAY GRADE: 108	EEO CATEGORY:
POSITION SUMMARY: (Describe the general nature and level of work performed by this position.) Assist in the administration of County IT network and support shared law enforcement software application .		

**DESCRIPTION OF THE JOB:** DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE:

40% Administer Pro Phoenix Law Enforcement software including but not limited to creation/changes to user accounts, connectivity setup and modifications, problem investigation/remediation and provide liaison responsibility between vendor technicians and user departments.

40% Provide network administration/support during absence of network administrator including but not limited to creation of network accounts, email management, maintenance of network availability, oversight of network backups, virtual private networks, software installations and modifications and information security.

10% Other duties and tasks as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Daily reports of all projects are provided to Network Administrator and Assistant Director explaining their status and any changes affecting timely completion. Hard copy report is provided to Director for inclusion in oversight committee report.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements:** Two year degree from accredited business/technical/trade college in electronics or related field preferred. Any equivalent combination of education and recent experience in network administration that provides the required knowledge, skills and abilities will be considered and may be substituted for the educational requirements. Ability to lift 50 pounds and work in confined areas.

**Experience Requirements:** Five years experience in IT preferred

**Knowledge, Skills and Abilities:**

Advanced computer troubleshooting, analysis, critical thinking and problem solving ability. Ability to manage multiple tasks and priorities with frequent interruptions, occasionally in urgent situations.

Knowledge and understanding of computer and system programming capabilities and techniques and web development.

Strong attention to detail.

Solid understanding of business practices with fundamental understanding of project management methodology

Good organizational, analytical, and planning skills.

Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

Ability to work effectively with managers, staff, consultants, and representatives from other districts. Ability to read and adhere to organizational policies and procedures, government agency regulations, hardware/software specifications and procedures.

Ability to prepare and write technical operational system documentation and knowledgebase articles for critical infrastructure and application systems.

Ability to be self-motivated and goal oriented to perform multiple tasks independently with minimum direct supervision.

Ability to analyze complex issues, anticipate potential issues and organize work activities to minimize problems.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Exposure to loud noises, mental demands, time pressures, radio frequency energy and confined work areas. Ability to lift 50 pounds. Inside and/or outside work environments. Wet and/or humid conditions, electrical environment, dirty/greasy environment.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator: \_\_\_\_\_ Date: \_\_\_\_\_