

EAST BAY REGIONAL PARK DISTRICT
INFORMATION SERVICES NETWORK ANALYST

GENERAL FUNCTION

Under direction, assumes primary responsibility for the operations of the District's information systems; provides direction and support to Information Services Support Technician(s); and recommends solutions, standards and procedures for applying information technology to organizational objectives.

ESSENTIAL FUNCTIONS

This position is a key component of the Information Services staff, responsible for a variety of complex, technical issues in the operation of the District's information systems, including: LANs, WANs, file and application servers; and the support of computer users in the effective use of these systems. The essential functions of this position include, but are not limited to: monitor and maintain the District's network servers, LANs and remote communication components to maintain the necessary levels of efficiency and reliability; administer the District's internal E-mail system, Internet communication links and other system level functions; assist the Information Services Support Technician in the accomplishment of the support function; supervise and interact efficiently with support and maintenance contractors to effect upgrades, improvements and repairs.

OTHER FUNCTIONS AND DUTIES

Other tasks related to this position will include: performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree with major course work in Computer Science or a closely related field;
and

Experience: Three years of experience providing technical support of computers and operations of complex information systems.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS & ABILITIES

Advanced knowledge of the technologies employed by the District's information systems, to include administration of Network operating systems and networks; network file management; and Intel based PC hardware and application software. Ability to work independently while understanding and applying District and departmental policies and procedures; stay technically abreast of industry trends and technologies; perform deductive and inductive reasoning; think clearly and act quickly; apply logic and common sense to problem solving; follow oral and written instruction; communicate clearly, concisely and effectively; lift, move and carry equipment up to 50 pounds; bend, stoop and crawl in confined spaces; walk and drive; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

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Information Services Network Analyst
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REPORTS TO: Information Services Unit Manager

Employment Category: AFSCME, Range Effective 3/23/02 (\$4,769.38 - \$5,226.00)
Adopted by Board: February 18, 1997, Resolution No. 1997-2-39
Replaces Information Services Support Coordinator
Revision Approved by Board and General Manager: October 6, 1998, Resolution No. 1998-10-226
Revision Approved by General Manager: 12/17/02
Replaces Information Services Operations Supervisor