

**CITY OF KENNEWICK
JOB DESCRIPTION**

Classification Title: **Network Services Supervisor**
Department: **Support Services**

Band: C Grade: 5 Subgrade: 2

FLSA: Exempt

Date Updated: August 18, 1999

Title Of Immediate Supervisor: Information Systems Manager

CLASSIFICATION SUMMARY

Under general direction, supervises design, development, implementation, and maintenance activities related to the City’s local and wide area networks. Assist in coordinating and guiding City-wide strategic processes based on present and future technological demands including budget development and multi-year planning. Incumbents supervise network analysts in performing evaluation, design, implementation and maintenance of network activities in support of network users. This is a single level classification. It is not part of a series.

MISSION

The primary mission of all employees is to provide the citizens of the City of Kennewick with the most efficient and effective service possible. Salaries are paid by the taxes, revenues, and users fees collected from the citizens of Kennewick. Each employee is expected to treat all people with the courtesy and respect due them at all times.

ESSENTIAL DUTIES

FREQUENCY BAND/GRADE

1. Supervise the performance of network analysts. Supervision includes training, work assignment and review, performance evaluation and making hiring, termination and pay rate change recommendations.

Daily 25%

2. Perform network analyst duties including design, implementation, administration, enhancement and documentation of LAN/WAN infrastructure, hardware and software and connections to external networks. Provide technical advice and support to users of LAN/WAN network based applications such as Eden, RecWare, BI-PIN, Internet, Intranet and others.

Daily 20%

3. Plan, organize and implement development of networks including determining operational procedures and schedules; evaluate enhancements and modifications; analyze, design, test and troubleshoot systems and recommend and implement changes.

Daily 30%

4. Assess applicability to City's system and make recommendations regarding adoption or rejection of new technologies enhancing and supporting the City's business plan. Review requests for hardware and software purchases and make purchasing recommendations.

Daily 10%

5. Discuss with users, vendors and other department personnel system(s), its capabilities, future developments and the coordination of efforts.

Daily 10%

6. Prepare and submit budget recommendations and track budget expenditures to ensure compliance with budgetary guidelines.

Yearly 5%

7. Performs other duties of a similar nature or level.

As Required.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science or a related field and four or more years of progressively responsible experience as a Windows 2000/XP/2003 network administrator and one year of supervisory experience.

PHYSICAL ACTIVITY/REQUIREMENTS

To perform the essential functions of the job, incumbents must be able to perform the following:

Stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.