

**CITY OF KENNEWICK
JOB DESCRIPTION**

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

Band: D Grade: 6 Subgrade: 2

FLSA: Exempt

Date Updated: May 15, 2002

Title Of Immediate Supervisor: Information Systems Manager

CLASSIFICATION SUMMARY

Under the administrative direction, provides managerial oversight to the planning and implementing of services and activities related to the Public Safety Computer Network component of the City's computer network connecting the local cities and counties. Develops and recommends goals and objectives within the policy directives set by the City Council and BIPIN and SECOMM Executive Boards. Coordinates, utilizes and manages computer resources from all of the participating cities and counties to assure effective and timely flow of public safety information to local jurisdictions, and to the community. Coordinates and guides bi-county informational technology 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. Develop and recommend goals and objectives to ensure compliance with City Council policy directives, governing BIPIN and SECOMM Executive Boards, and overall departmental goals and objectives. Develop, recommend and implement operating policies, procedures and programs to implement these goals and objectives. For example, develop and implement emergency procedures to maintain an acceptable level of computer support for Tri-City area police, fire and medical public safety services.

Daily 15% D6

2. Manage the public safety computer network connecting Kennewick, Richland, Pasco, Benton and Franklin counties, and other prospective users. Coordinate the development, enhancement and maintenance of short and long range computer network plans connecting local cities and counties; includes prioritizing, scheduling and delegating tasks; coordinating efforts of consultants, citizen groups and users from all participating cities and counties.

Daily 25% D6

3. 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 15% D6

4. Perform network analyst duties including design, implementation, administration, enhancement and documentation of LAN/WAN software and hardware infrastructure. Provide technical advice and support to LAN/WAN users.

Daily 10% C4

5. Determine network operational procedures and schedules; evaluate enhancements and modifications; analyze, design, test and troubleshoot systems and recommend and implement changes. Assess applicability to City's system and make recommendations regarding adoption or rejection of new technologies enhancing and supporting the BIPIN's and SECOMM's business plans.

Weekly 15% C4

6. Represent the City of Kennewick and BIPIN at various meetings by preparing reports and making presentations to local elected officials and to all levels of employees from local jurisdictions as pertaining to the computer network connecting local cities and counties. Plan, coordinate and evaluate the activities, programs and services of the division and between the division and outside agencies such as cities of Richland and Pasco, and Benton and Franklin counties to ensure effective and efficient network operation and to provide adequate public safety computer related services to the community.

Monthly 10% D6

7. Develop, recommend and monitor the division budget by reviewing past expenditures, determining future needs and making determinations regarding the necessary resources to accomplish divisional goals. Review requisition for items and recommend approval based upon budgetary guidelines.

Monthly 10% D6

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

As Required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science or a related field and five or more years of progressively responsible experience in managing and implementing large scale network and database projects including supervision of professional level employees.

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.