Position: Programmer Analyst/Network Administrator | Position Number: 
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Department/Site: I.T. | FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area | Salary Range: 48

**BASIC FUNCTION:**

Under the direction of the Vice President of Information and Technology Resources, plan, implement, analyze, maintain and support the College-wide network and related operating systems; design and implement new and existing network resources and applications; assist programmers with On-Line Transaction Processing System (OLTP) applications and abstracts; maintain network, server, OLTP systems and core services; train and provide work direction to assigned staff.

**REPRESENTATIVE DUTIES:**

- Plan, implement, analyze, maintain and support the College-wide network and related operating systems; install, upgrade and maintain network operating system, host and OLTP.
- Install, maintain and oversee the operation of UNIX and Novell servers, routers, switchers, mainframe and multi-platform networks and related peripheral equipment.
- Provide connection for LAN and WAN and related applications; maintain operating systems, client-server software and utilities.
- Configure and install languages and productivity tools, UNIX and Novell servers and various systems; write and modify computer programs for applications to meet campus needs, including network and programming; test and configure new server software.
- Provide specialized technical assistance in the planning and development of new projects and systems; conduct research of new technologies and implementation strategies; recommend and implement improvements; research and plan for new network protocols and network operating system implementations.
- Provide technical support to computer operations and programming staff; serve as a resource to other College staff and provide appropriate user support as assigned.
- Prepare budget projections related to the addition of hardware and software.
- Train and provide work direction to assigned staff; coordinate projects and oversee work in progress.
• Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

• Internal operating system technology, computer operations and hardware.
• Network communications theory.
• Network management software, concepts and troubleshooting techniques.
• NT, UNIX and Novell serves and multi-platform client network management.
• Applications programming techniques and procedures.
• Network operating systems and systems and network architecture, configuration and protocols.
• Client-server technologies.

**ABILITY TO:**

• Plan, implement, analyze, maintain and support the College-wide network and related operating systems.
• Design and implement network new and existing resources and applications.
• Assist programmers with On-Line Transaction Processing System (OLTP) applications and abstracts.
• Provide connection for LAN and WAN and related applications.
• Communicate effectively both orally and in writing.
• Establish and maintain cooperative and effective working relationships with others.
• Maintain current campus system and add new users, applications and devices.
• Install and configure complex data equipment.
• Troubleshoot and isolate network failures.
• Perform network traffic load balancing and configuration.
• Use operating system language and perform system level programming in a distributed, network environment.
• Use performance monitoring software and interpret results.
• Train and provide work direction to others.
• Document procedures and technical information and publish this on the network.
• Plan and implement new OLTP and network applications and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in computer science or related field and two years experience in programming in a network environment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.
PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting moderately heavy objects.