CITY OF MARGATE, FLORIDA
JOB DESCRIPTION

JOB TITLE: NETWORK ANALYST (Job Code 662).

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work in the Information Technology Department of the City of Margate. Primary responsibilities include knowledge of all City communications, security, networking, and light midrange computer operations. Provides help desk function standards for City software applications including but not limited to the City's current software office suite. Other duties include employee training, installation, and maintaining all computers, network setups, and software installation functions. Maintains current City applications and operating systems on midrange computer system, problem solving, and light midrange computer and PC programming tasks.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Assists and instructs users in software applications using City standards for all operating systems, word processing, and spreadsheet software.

Sets up, installs, and maintains software and network applications.

Analyzes and recommends solutions for all network, network communications and security systems.

Light operational and programming duties on midrange mainframe and personal computer systems. Tasks include resolving PC printer problems, tape backups, printing jobs, monitoring and/or managing print out queues, and help desk functions.

Troubleshoots PC or midrange system malfunctions, and corrects same to minimize down time.

Tests various computer applications prior to implementation to certify proper execution.

Performs various clerical support functions as directed.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or equivalent, supplemented by the completion of basic personal computer networking courses as defined by City standards. Requires a minimum of three (3) years' experience in standard PC operating system software, word processing, and spreadsheet applications. Must possess and maintain a valid State of Florida driver's license

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (12-40lbs).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.
Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of City's PC Operating Systems, Word Processing, and Spreadsheet Software.

Skilled in the operation of general office equipment such as computers, copiers, facsimile machines, etc.

Ability to organize and prioritize workload.

Ability to follow oral and written instructions.

Ability to communicate effectively both orally and in writing.

Ability to work effectively with other employees and the general public.

Skilled in the operation of general office equipment such as computers, copiers, facsimile machines, etc.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

_____   _____
Employee Name and Signature   Date