

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: NETWORK ANALYST / SECURITY (Job Code 661).

GENERAL STATEMENT OF JOB

Under the direction of the IT Director or designee, this position performs technical work in the Information Technology Department. Responsibilities include knowledge of all City communications, security, physical electronic security (CCTV/Access Control), networking, and light midrange computer operations. This highly skilled professional will provide for care and maintenance of the City's CCTV network, including service, installation, upgrades, and additions as needed. Other duties include employee training, installation, and maintaining computers, network setups, and software installation functions. The position is responsible for assisting in the operation of the City's access control system, to include troubleshooting and programming. This will also include providing help desk functions for the City's software applications. Performs related work as directed.

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.

Performs service of closed circuit television systems and access control systems, including monitoring, maintenance, upgrades and additions to these systems. Evaluates, diagnoses and troubleshoots systems, performs repairs, and escalates as necessary.

Installation and specification of cable, wiring and end devices, aim and focus of equipment for commissioning. Knowledge of best practices such as shielding and mandatory requirements such building and lifesafety code. Maintains tools and equipment necessary to ensure system is in service and functioning as expected.

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.

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

Researches, evaluates and recommends changes in hardware, software, data communications and techniques to contribute to a more efficient and/or enhanced user experience.

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

Tests various computer applications, camera testing, firmware updates and configuration prior to implementation to certify proper execution. Camera specification, planning and placement, bandwidth and storage calculations may also be required.

Performs various clerical support functions as directed.

Interacts in a professional manner with City staff/ officials, various groups, organizations, vendors and other outside agencies.

Possess and maintain CJIS Security Awareness Certificate (level 4) or equivalent.

Work, at times, with little supervision.

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 (12-75lbs); climbing ladders and working on heights.

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 usually performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of life safety codes, surveillance regulations and best practices.

Familiarity in Avigilon Camera video management software operation, setup, cable selection, cable runs and programming, including analytics.

Skilled in networking, routing and switching experience, including cybersecurity knowledge and best practice.

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

Knowledge of cybersecurity best practices.

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.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures and with limited direct supervision.

Ability to maintain composure under emergency situations.

Ability to maintain confidential information.

Time management and ability to act independently and respond to events in a timely manor

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