Job Title:	Coord Network Services	**Job Code:**	T43571
Job Function:	Staff	**Grade:**	216
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	3000 Information Technology Division	**Date:**	1/1/04;7/11/00

Job Summary:

Support day-to-day operations of Wide Area Network team including documentation, network assignments and cost analysis.

Essential Functions:

40% Maintain documentation of all network changes, including IP address assignments and router/switch port assignments. Monitor network bandwidth utilization using SNMP to anticipate problems and future growth.

30% Responsible for cost analysis between the network group and IS front office.

15% Install and maintain web based documentation. Maintain network diagram using Visio 2000 enterprise.

15% Coordinate and assign work to network engineer, maintain logs of work performed.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in a network environment and network design. Working knowledge of database and spreadsheet applications required. Proficiency in the use of web page design and implementation required. Working knowledge of network subnetting and IP addressing required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.