

Department: All  
Classification: Exempt  
Approved: 12/15/2020

## **NETWORK COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves performing specialized work in the design, development, implementation and maintenance of computer applications, local and wide-area network systems. The work includes the training of non-technical personnel in the use and operation of these computer systems when required. The work is performed under the general direction of the Mayor with wide latitude being given to perform duties and responsibilities. Highly confidential. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (ILLUSTRATIVE ONLY)

Coordinates and maintains the network operating environment for the City of Lockport, to include City Hall, Highway and Parks Department, Wastewater Treatment Plant, Water Filtration Plant and Water Distribution;  
Highly confidential in nature due to the exposure of sensitive materials;  
Installs and maintains all operating systems;  
Monitors and tunes system software, peripherals and networks;  
Diagnoses, analyzes and repairs hardware and software problems;  
Performs detailed analysis and testing prior to installation of all applications, upgrades, and revisions to system hardware and software;  
Ensures network security and data integrity;  
Designs and implements appropriate performance changes to the system or applications based on analysis of reported problems;  
Develops and implements any necessary migration services to incorporate other systems in to the municipal information environment;  
Performs and maintains scheduled inventory analysis;  
Ensures that the operating system and applications are accessible to the appropriate personnel;  
Prepares regular report of activities, changes and performance.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of local area network operating systems and topologies; thorough knowledge of communications hardware and software; thorough knowledge of mainframe operating systems; thorough knowledge of personal computer application software; good knowledge of system's analysis concepts; ability to communicate clearly both orally and in writing; ability to work well with others; possess logical reasoning and sound judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from High School or possession of a New York equivalency diploma;

- AND      1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Science, Computer Technology, Data Processing, Management Information Systems or similar degree and two (2) years of paid full-time or part-time equivalent experience responsible for the maintenance, configuration or installation of personal computer hardware and software; to include the following: Documented installation and maintenance of local area networking software, hands on cabling experience, remote access software, network planning protocol design and use and understanding of electronic network analyzers for software and hardware, configuration of print/terminal servers for multiple protocols.
- OR          2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant Associate Degree's in one (1) of the areas stated in (1) and four (4) years' experience as defined above in (1).
- OR          3. Six (6) years' experience as defined in (1).