

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST IV -
Enterprise Systems Support

SALARY GROUP: B22

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bob Wooderson DATE: 12/13/2016

POSITION #: 008181

I. JOB SUMMARY

Performs highly complex work. Work involves coordinating activities associated with a local area network (LAN) and wide area network (WAN); coordinating network design and installation, policy development, training, monitoring, and analysis of existing hardware and software; and evaluating potential network enhancements. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists with the development of goals and objectives for the development and use of an efficient and cost-effective network for agency users; assists with the development and maintenance of procedures and methods to facilitate network administration to include physical and logical structures, connections, and software support in a stand-alone, LAN, and WAN environment; installs and tests hardware and software; applies vendor updates to software; and evaluates policies and procedures designed to ensure the integrity of the agency LAN and WAN environment.
- B. Evaluates network technologies for potential acquisition; and evaluates various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency.
- C. Complies with network security standards; assesses future information requirements in order to develop long range, comprehensive LAN and WAN plans; and ensures that appropriate network LAN and WAN management software is available and effectively used.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning experience with automated data processing systems in installation of computers, printers, communications devices, and office automation software in a LAN or WAN environment.
3. Experience in Microsoft Active Directory or equivalent preferred.
4. Experience in Microsoft SharePoint Administration or equivalent preferred.
5. Project coordination experience preferred.

B. Knowledge and Skills

1. Knowledge of network facilities and data processing techniques.
2. Knowledge of server hardware and software to include security software, performance monitoring, and capacity management tools.
3. Knowledge of Microsoft Active Directory and backup and restore procedures preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to recognize, analyze, and resolve network and multi-user computer system problems.

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9. Skill to interpret and apply rules regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, and automobile.