

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST V -
Enterprise Systems Support

SALARY GROUP: B24

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: 03/27/2015

POSITION #: 008231

I. JOB SUMMARY

Performs advanced supervisory work. Work involves overseeing activities associated with a local area network (LAN) and wide area network (WAN); planning, designing, and integrating data telecommunications networks; designing, installing, and monitoring networks; monitoring and analyzing existing hardware and software; developing policies and procedures; evaluating potential network enhancements; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Serves as administrator for an electronic document management system; and configures document management system features to include user interfaces, meta-data, access profiles, and document workflow procedures.
 - B. Oversees performance tuning and capacity planning activities to enhance the performance of the network resources; and determines operational, technical, and support requirements for the location, installation, operation, and maintenance of data communications and agency network systems.
 - C. Conducts routine audits of systems and software, recommends changes to improve systems and network configurations, and determines hardware and software requirements; and performs project planning tasks to include project risk assessments, alternative implementation analyses, and project status tracking and reporting.
 - D. Analyzes existing network and system procedures for efficiency and effectiveness; evaluates network technologies for potential acquisition; and directs the evaluation of various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency.
 - E. Assigns and supervises the work of others.
- * 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 five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning experience in the design, implementation, installation, and maintenance of large wide area network (WAN) and local area network (LAN) systems.
3. Three years full-time, wage-earning experience in the supervision of employees.
4. Three years full-time, wage-earning experience as a Windows server administrator running a mission critical software application based upon Microsoft SQL server.
5. Document Management System (DMS) experience preferred.
6. Governmental program experience preferred.
7. Certification as Microsoft Certified Professional (MCP) or Certified Novell Administrator (CNA) preferred.

B. Knowledge and Skills

1. Knowledge of network facilities and data processing techniques and equipment.
2. Knowledge of LAN/WAN infrastructure, technologies, design, and implementation strategies.
3. Knowledge of the principles, practices, and procedures of information technology services.
4. Knowledge of the principles and practices of public administration and project management.
5. Knowledge of personal computer hardware and software to include security software, performance monitoring, and capacity management tools.
6. Knowledge of Microsoft operating systems, Novell network operating systems, Novell Intranet Ware, Arcserve, or equivalent preferred.

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7. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
8. Skill to establish and evaluate program goals, objectives, and procedures.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to recognize, analyze, and resolve network problems.
11. Skill to review technical data and prepare technical reports.
12. Skill to communicate ideas and instructions clearly and concisely.
13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
14. Skill in administrative problem-solving techniques.
15. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
16. Skill to assign and supervise others.

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, typewriter, calculator, copier, fax machine, audiovisual equipment, dolly, telephone, and automobile.