



CLASS SPECIFICATION

Class Title: Deputy Director/Network Svcs Admin
Department: Information Systems
FLSA: Exempt

Class Code: 3398
Eff. Date: 12/20/92
Grade: 33
Revised: 01/27/2021

GENERAL PURPOSE

Under general guidance and direction from the Director of Information Systems, performs supervisory and complex technical duties to ensure network availability to users of the local area network (LAN) and wide area network (WAN) through installation, configuration, support and monitoring of organizations' network performance.

EXAMPLE OF DUTIES

Acts in the absence of the Director. Assists the Director in developing, implementing, and monitoring department budget, policies and procedures; assists in setting priorities; researches and analyzes issues which impact programs and makes recommendations to resolve problems or to increase efficiency and effectiveness of services.

Interviews applicants and makes hiring recommendations; supervises subordinate personnel; determines workload and delegates assignments; ensures necessary training; monitors quality of work and completion of assigned work. Evaluates performance in compliance with Davis County Policies and Procedures. Initiates corrective or disciplinary actions as instructed and in compliance with all applicable policies and procedures.

Develops networking plans and strategies for county wide standards, network plan and design methodology, capacity planning strategies and growth estimates; monitors current network requirements; assesses the impact of new technologies and trends on departmental and county strategies; makes recommendations for implementation and integration; supervises operations and implementation of County wide GIS program.

Performs financial analysis on capital acquisition and networking strategy decision; assists in analyzing cost justification decisions, cost recovery analysis and rate structures.

Communicates and coordinates plans and strategies to include use and sharing of technical resources; provides technical assistance to County departments in meeting their networking and data processing requirements; explains services available from the Information System department; assists in acquisition and implementation of a solution. Researches and tests new technologies and makes recommendations for implementation and integration.

Assists the Director in developing, implementing, and monitoring department budget, policies and procedures; assists in setting priorities; researches and analyzes issues which impact programs and makes recommendations to resolve problems or to increase efficiency and effectiveness of services; researches and tests new technologies and makes recommendations for implementation and integration.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in information technology, computer science or a closely related field, plus eight (8) years of network infrastructure experience. Education and experience may be substituted, one for the other, on a year for year basis.

Requires two years of team leadership experience managing projects.

Preference for one or more of the following:

- Related experience in a local government environment.
- Managing a large network infrastructure.
- Windows server management in a medium or large network environment.
- Managing network security functions.
- Managing telecommunication functions.
- Help desk services.

2. Special Requirements:

Must pass a criminal history background investigation.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on County business must maintain the minimum vehicle liability insurance as specified in Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: analog and digital communications systems including voice, data and video; Windows server OS configuration and management; installation and support of native and third party server based software; Windows servers in a virtual environment utilizing a storage area network; network switch configuration and management; VLAN configuration and segmentation; IP address allocation and subnets; firewall and security appliance implementation and management; application performance troubleshooting tools and methodologies; endpoint security products and deployment; server and storage hardware requirements in a virtual environment; network management and monitoring tools; engineering and implementation of physical network infrastructure; current technologies and trends in physical security including access control and surveillance



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acquisition and storage; managing a 'converged' network; voice over IP configuration and management including implementation of 'QOS'; cloud-based service implementation and management; planning methodologies and analysis techniques for developing long-range strategic objectives, short-range tactical plans and formulating customer requirements; project management tools, processes, procedures, and practices; technology trends; capital budgeting and operating budgeting methods for local government, development and implementation of policies and procedures related to daily operations and county-wide IT strategies; County Policies and Procedures; local government organization and functions; modern management principles and practices.

Skill in:

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: analyze and solve complex problems; exercise independent judgment; supervise, assign, and evaluate the work of others; address employee performance problems; formulate long-range IT plans and objectives; coordinate with County departments to assess requirements and solve problems; coordinate and manage multiple projects efficiently; maintain accurate records and reports; work with minimal supervision; establish and maintain effective working relationships with supervisors, County departments, other employees, other agencies, and the general public; communicate effectively (orally and in writing); follow written and oral instructions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date:	01/27/2021
Department Approval:	Mark Langston
HR Generalist Approval:	Mindy Adams
Classification Approval:	Marina Brito