



FRANKLIN COUNTY JOB POSTING Network Analyst

Open Date: 4/15/2022	Location: Franklin County Courthouse 1106 N 4 th Ave, Pasco
Close Date: 5/15/2022	Type: Full-Time; Non-Bargaining
Reports to: Information Services Director	FLSA Status: Exempt
Salary and Benefits: Grade 17, Starts at \$29.85/ Hour; Full Benefits Package	

SUMMARY

The Network Analyst performs a full range of system design, development, implementation, and maintenance activities relating to either:

- Network, software, and hardware operations, or
- Telecommunications systems operations.

ESSENTIAL FUNCTIONS OF THE JOB

ALL POSITIONS

- Maintains accurate records related to service requests from departments and outside agencies, and of installed hardware including servers, workstations, peripherals, and infrastructure.
- Works with departments to identify potential uses of existing and/or explore potential uses of new information technology to assist with fulfilling County and departmental goals. Provides users of information technology with support and training to meet users' needs.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

TELECOMMUNICATIONS NETWORK ANALYST

- Monitors, evaluates, and makes improvements to telecommunications operations, facilities, equipment, materials, technology, tools, maintenance, expenses, procedures, documentation, communication, coordination, project management, expenses, and record keeping according to current department and County practices, in order to provide consistent and available telecommunication systems.
- Installs, monitors, repairs and maintains communications systems and equipment.
- Manages, supervises and provides analysis on telecommunication system (telephone, data, security, audio/video, WiFi, radio networks).
- Identify technical faults through diagnostic testing.

COMPUTER/SYSTEMS NETWORK ANALYST

- Analyzes, plans, implements, and maintains County websites, including associated databases.
- Installs and maintains all software residing on the network, including operating systems, email server software, hardware drivers, desktop applications, and utilities, and database management systems.
- Performs routine network administration and computer operations tasks including installing and maintaining of network servers and attached devices, monitoring of network activity, and responding to system or software failure notifications.

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KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge of modern principles, methods, and practices in telecommunications, computer, network systems, fiber optics, and electrical and power systems.
- General knowledge of Franklin County business and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment according to current department and County practices.
- Proficient knowledge of and ability to apply techniques and related tools, equipment, and technology as they relate to area(s) of assignment according to current department and county practices.
- Proficient skills in troubleshooting and resolving issues or problems by analyzing situation, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient computer skills in Microsoft Office Suite, the internet for research, and software applications related to monitoring, and technical systems programming related to area of assignment.
- Ability to learn new technology systems and equipment and be able to communicate (verbal/written) technical specifications, project proposals, and technical information to a variety of internal and external non-technical audiences, and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to coordinate, connect, and manage multiple complex and diverse technical systems.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability to work independently, identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff, remaining calm during emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - frequently: in an office environment, occasionally in the corrections facility among inmates and officers, and outdoor weather conditions,
 - occasionally: near moving mechanical parts, in high, precarious places, near risk of electrical shock, and in dirt, dust, and shavings.
- The noise level in the work environment is usually moderate, a typical office environment.

SPECIAL CONSIDERATIONS

Required to be on call for emergencies and able to work nights, weekends, and holidays as needed for meetings or to address system failures or other emergencies related to the communication system.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - frequently: stand, walk, or sit for extended periods of time, talk or hear, use hands, fingers to handle or feel, operate equipment or tools, climb, pull, push or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and smell.
- to frequently carry or transport up to 10 pounds and occasionally up to 100 pounds.
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Computer Science or related field.
- Four years of information technology experience in programming, computer maintenance, network administration, or computer operations.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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Refer to Franklin County Website for complete job posting and application instructions.

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:
Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@franklincountywa.gov

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.