Systems and Network Programmer I

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain systems and/or network configurations, evaluate software/hardware and determine which features could be used on network and best meets the user's needs, develop interface programs, and troubleshoot and diagnose routine systems problems.

DISTINGUISHING CHARACTERISTICS:

The Systems & Network Programmer I maintains systems and/or network configurations, troubleshoots and diagnose routine systems problems. In addition to the types of duties performed by the Systems & Network Programmer I, the Systems & Network Programmer II develops systems and/or network configurations and run diagnostics to forecast performance thresholds. The Senior Systems & Network Programmer applies advanced skill and knowledge of complex network protocols and knowledge of multiple operating systems in gathering, analyzing, planning and designing solutions for integrating networks and/or updating existing and new systems. Serves as the project leader.

REPRESENTATIVE DUTIES:

1. Maintain systems and/or network configurations, including hardware, software and integration requirements.
2. Recommend network standards and protocols.
3. Analyze information processing, transmissions, and data capacity requirements.
4. Evaluate software/hardware and determine which features could be used on network and best meet user's needs.
5. Manage database organization and data storage.
8. Install, configure and maintain network software including network monitoring and security software.
9. Install, configure, maintain and support network software for routers, bridges, switches and other network devices.
10. Conduct network tests.
11. Develop interface programs.
12. Prepare and maintain a variety of records and reports related to assigned systems and activities.
14. Assist with network design and configuration as requested.
15. Perform file conversions and systems backup.
16. Maintain current knowledge of technological advances in the field.

17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Computer hardware systems, software applications and languages utilized by the District.

2. Principles, practices and techniques of data base structures and computer programming.

3. Technical aspects of field of specialty.

4. Record-keeping techniques.

5. Oral and written communication skills.

6. Interpersonal skills using tact, patience and courtesy.

ABILITY TO

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Perform duties to assure proper operations of the computer systems for the District including UNIX and VMS computers to provide resources for the staff, faculty and students.

3. Operate computers and peripheral equipment properly and efficiently.

4. Diagnose and understand reasons for system failures.

5. Maintain current knowledge of technological advances in the field.

6. Communicate effectively both orally and in writing.

7. Maintain records and prepare reports.

8. Prioritize and schedule work.

9. Analyze situations accurately and adopt an effective course of action.

10. Work independently with little direction.

11. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in computer science or related field and one years experience in computer programming, or computer systems and network support related duties.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

1. Office environment.

**PHYSICAL ABILITIES:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to view a computer monitor.
4. Sitting for extended periods of time.

**HAZARDS:**

1. Extended viewing of computer monitor.

DATE APPROVED: MARCH 1, 1999
RANGE: N-60
EEO-CATEGORY: H-30