

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 167

INFORMATION TECHNOLOGY ANALYST II

GENERAL

Technical work in network administration, operating system installation and configuration, trouble shooting and end-user training. Work is performed under the general supervision of the Information Technologies Supervisor.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for administration of a multi-domain, 600 node Windows-NT network.
Configures Microsoft Exchange servers, SMS servers, and SNA servers.
Configures network routers and switches.
Serves as security officer for the NT network, managing all access to network resources.
Maintains the internal E-mail system.
Conducts end-user training classes related to network and operating system functions.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operation, uses and capabilities of a variety of automated systems, including (but not limited to) Windows-NT Server and Workstation, Ethernet and TCP/IP, Frame relay communications equipment, and various routing and switching devices. Ability to install and configure relational database systems, such as Microsoft SQL-Server. Ability to establish and maintain effective working relationships. Ability to conduct research and define results. Effective oral and written communication ability. Ability to work alone or as a member of a team.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science or related field. A minimum of five years of experience in network administration.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and handling, pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.