



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 438.7

Job Title: **LAN SPECIALIST**

Pay Grade: 26

GENERAL SUMMARY:

Provides technical support and/or manages the operation of a major Local Area Network (LAN). Trains users of personal computers.

RESPONSIBILITIES:

- Coordinates various functions of local networks and works with users during implementation phase.
- Develops system specifications and quality; defines requirements for network systems; evaluates vendor packages to determine suitability for users.
- Consults with users to identify uses for system.
- Installs hardware and software to support LAN.
- Designs and implements data bases for networks to support user applications.
- Designs forms, reports and program applications to meet user requirements.
- Applies technology to requirements and researches and evaluates applications.
- Coordinates and maintains current materials and encourages use of products available.
- Acts as liaison with specified areas and confers to define problems; trains users on capabilities of systems.
- May supervise LAN support staff.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field.

EXPERIENCE:

Four years of professional experience in systems analysis, design, programming or a closely related field are required.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

LAN Specialist

Effective: October 1990

Revised: September 1993