Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title:	Network Manager
Department:	Information Technology
FLSA Status:	Exempt
WC Code:	8810
Effective Date:	July 1, 2007
Last Revised:	January 1, 2019
Pay Grade:	NU21
Union:	Non-Union (Supervisory)

SUMMARY

Ensures the stability and integrity of the County's data, and wireless network systems and services by recommending, planning, designing, and developing networks across the organization. Oversees contracts with third party vendors where they are providing service to the County infrastructure. Participates with the installation, monitoring, documenting, maintaining, supporting, optimizing and security of network hardware, software, and communication links to ensure efficient and secure systems. Analyzes and resolves network hardware and software problems in a timely and accurate fashion and provides training to IT staff and end users where required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Lead in design and development of infrastructure for the County's information technology systems.

In cooperation with the Technology Director, consults with management and line staff and other service providers to determine information systems requirements to determine boundaries and priorities of new projects, including discussion of system capacity and equipment acquisitions. Confers with Elected Officials, Division Managers and Program Supervisors involved with proposed projects to ensure cooperation and further define nature of projects.

2. Prepares progress reports to inform management of project status.

3. Works with management specialists, technical personnel and/or vendors to solve problems.

4. Revises computer operating schedule to introduce new program testing and operating runs.

5. Assists staff to diagnose and solve computer equipment and software problems.

6. Defines and implements network disaster recovery and hardware, software and information protection and file integrity.

7. Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.

8. Supervises subordinate employees including assigning and reviewing work, evaluating performance,

taking necessary disciplinary action and making hiring and termination recommendations.

9.   Adheres to confidentiality provisions/regulations including but not limited to SB583 Oregon Identity Theft Protection Act, HIPAA (Health Insurance Portability and Accountability Act), PCI DSS (Payment Card Industry Data Security Standard) GLBA (Gramm-Leach-Bliley Act) and SOX (Sarbanes-Oxley Act) and CGIS (Criminal Justice Information System) within the ability of the County to meet those requirements.

10.   In the absence of the Technology Director, assumes Director duties as assigned.

11.   Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Directly supervises Network employees and confers with all Technology Department employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, making hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Bachelor's degree (B.A.) from four-year college or university and four years related experience and/or training in the field of information system technology; or equivalent combination of education and experience.

JOB IMPACT
The most common consequence of error would involve a programming and/or network systems development error that would impact the services provided by the user department(s). This would include such areas as payroll, budget, assessment/taxation and investments which could impact the County in the area of financial loss, additional work time to correct the problem and embarrassment. Problems encountered generally revolve around troubleshooting programming applications and resolving of software and/or hardware malfunctions.

JOB CONTACTS
This position requires frequent contacts with other County departments to collaborate with them in the development of computerized applications/systems. This position also works occasionally with state and federal regulatory agencies to ensure compliance with their requirements and to provide requested data.

LANGUAGE SKILLS
Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors. Advanced/presentational language skills are needed on infrequent basis and usually only in absence of the Technology Director.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES
Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS AND ABILITIES
Ability to research, organize, and coordinate the implementation of various computers systems, computer aided devices, and software programs for departmental and County-wide use.

CERTIFICATES, LICENSES, REGISTRATIONS
Possession of, or ability to obtain, valid Oregon Drivers' License; safe driving record.

BACKGROUND INVESTIGATION
Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

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 is performed in an office environment. The position is impacted by urgent time deadlines, repetitiveness, need for extreme accuracy, attention to detail, and the need to shift attention before tasks are completed.

PHYSICAL REQUIREMENTS
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. While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☒	☐	☐
☒	Sitting - 1/2 hour plus	☐	☐	☐	☒
☒	Moving about Work Area	☐	☒	☐	☐
☐	Bending Forward	☐	☒	☐	☐
☐	Stoop Position - 1 minute plus	☐	☒	☐	☐
☐	Climbing Stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - Hands & Knees	☐	☒	☐	☐
☒	Reaching Overhead	☐	☒	☐	☐
☒	Lifting Strength	**# of pounds = 40lbs**			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☒	Lifting Overhead	☐	☒	☐	☐
☒	Moving Carts, etc.	☐	☒	☐	☐
☒	Carry Items	☐	☒	☐	☐
☒	Dexterity/Coordination	☒	☐	☐	☐
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid Mental/Hand/Eye Coord.	☐	☒	☐	☐
☒	Operation of Motor Vehicle	☐	☒	☐	☐

Speech, Vision & Hearing

Check	Activity	Detail			
☒	Distinguish Colors	Yes: ☒ No: ☐			
☒	Distinguish Shades	Yes: ☒ No: ☐			
☒	Depth Perception	Describe:			
☒	Ability to Hear	Normal Speech Level: Yes			
☐	Other Spec. Hearing Required	Describe:			

Exposure - Environmental Factors

Check	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☒	☐	☐	☐
☐	Wet Area/Slippery	☒	☐	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☐	Uneven Area	☒	☐	☐	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐