

**City of Alamo
Job Description**

JOB TITLE:	Network Technician	Approved by City Commission
Reports To:	IT Director	Date: <u>November 17, 2015</u>
Department:	Information Technology	Salaried:
Dep No.	2900	Hourly: XX
Full Time:	XX	Exempt:
Part Time:		Non-Exempt

Job Summary:

Under general direction, this position provides monitoring and control of all City departments' computer and network systems. Duties also include working with existing LANs, WANs and providing support for computers, software, network devices and personnel. The technician will be available at all times to provide technical support and staff support in an ever-growing network environment. This technician must possess a thorough knowledge of the equipment and its capacity to perform technical and complex tasks. He/she must use mature judgment with few precedents at times and will be subject to some degree of physical exertion in order to manipulate objects weighing 30-50 pounds. These objects may include printers, computers, computer or any other object/equipment that is necessary for all computer users to perform their tasks.

Examples of Work Performed

- Install, configure, and maintain communications networks, which may carry data and voice.
- Install, operate and maintain computers, network services, routers, switches, and other network devices.
- Diagnose and resolve computer hardware, software problems and network communications problems in a Windows based environment.
- Able to configure and troubleshoot with TCP/IP and DHCP and able to create a straight through or crossover cable
- Provide technical support for all City departments
- Perform other related duties as required.

Education/Skills Required

Must possess thorough knowledge of computers, networks, printers, and related equipment as well as operating systems, setup of such equipment and error recovery procedures; the ability to complete assigned tasks as per schedules in order to meet department deadlines. Required two-year associate degree in computer related field with preferred at least 2 years experience. Must be able to communicate with other employees effectively. Must have a valid Texas Driver's license with a satisfactory driving record.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ **Sign:** _____

Date