

Job Description



Johnson County Government

Department of Human Resources

Job Title: Network Communication Analyst III

Job Code: 901062

Job Family: Information Technology

Pay Grade: JC.18.18

FLSA: Exempt

EEO: Technician

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s): Senior Data Communication Analyst, Senior Telecommunications Analyst

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Designs and plans infrastructure and implements industry best practices for advanced support for network and/or telecommunication functions; recommends and develops communication solutions for business problems within network/telecommunication environment.
- Proposes, develops, prepares detailed specifications for implementation of new internal programs or modifications for vendor software; ensures completion of projects for router network, protocols, voice, video, and data integration at department and organizational levels; evaluates ongoing needs of all area networks.
- Researches and oversees the development of short and long-term strategic plans for the network; manages the inventory, replacement schedules, and maintenance contracts for network hardware and software.
- Serves as a subject matter expert on telecommunication and networking systems; promotes optimum utilization of systems by developing WAN/LAN procedures and measures regarding security, recoverability, and performance; ensures peak performance of network through appropriate use of routing protocols and quality of service standards.

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- Collaborates with internal/external customers, vendors, and other technology staff to ensure efficient use of organizational resources to achieve project objectives by establishing and reviewing project management plans, schedules, resources, and critical paths.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Information Technology or related field and four years of network administration experience are required. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

No preferred job requirements.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.