



## SYSTEMS AND NETWORK PROGRAMMER II

**SALARY GRADE:** [C1-66](#)

### DEFINITION:

Under the direction of an assigned supervisor, develop systems and/or network configurations. Plan, design and engineer assigned networks, design networked facilities (e.g., classrooms, labs, administrative buildings); perform duties to assure proper operations of the computer systems for the District including UNIX and VMS computers to provide resources for the staff, faculty and students.

### DISTINGUISHING CHARACTERISTICS:

The Systems & Network Programmer I maintains systems and/or network configurations, and troubleshoots and diagnose routine systems problems. In addition to the types of duties performed by the Systems & Network Programmer I, the Systems & Network Programmer II develops systems and/ or network configurations and run diagnostics to forecast performance thresholds. The Senior Systems & Network Programmer applies advanced skill and knowledge of complex network protocols and knowledge of multiple operating systems in gathering, analyzing, synthesizing, planning and designing unique and original solutions for integrating networks and/or updating existing and new systems. Serves as project leader.

### EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform programming duties including writing programs to meet user needs, ongoing projects or system maintenance; upgrade programs as necessary.
2. Perform duties to assure proper operations of the computer systems for the District including UNIX and VMS computers to provide resources for the staff, faculty and students.
3. Review and maintain reports and logs; utilize various programs to generate reports and evaluate system information.
4. Coordinate with ISS support staff in coding, enhancing, monitoring and maintaining Internet admissions and registration programs; assure proper operations of E-mail; develop TLP/IP address configurations for the District as assigned.
5. Install, support, maintain and program databases or networks for the District as assigned.
6. Monitor performance and upgrades as necessary.
7. Operate a computer terminal, various software and hardware systems and related office equipment.
8. Install, configure and maintain network software including network monitoring and security software.
9. Install, configure and maintain software for routers, bridges, switches and other network devices.
10. Create and maintain various user accounts on the computer system.
11. Communicate with outside organizations regarding computer maintenance, materials and product capabilities.
12. Prepare and maintain a variety of records and reports related to assigned systems and activities.
13. Provide backup support of network hardware, UNIX and VMS systems as needed; maintain tape library.

14. Assist with network design and configuration as requested.
15. Attend meetings as assigned; maintain current knowledge of technological advances in the field.
16. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Computer hardware systems, software applications and languages utilized by the District.
2. Principles, practices and techniques of data base structures and computer programming.
3. Technical aspects of field of specialty.
4. Record-keeping techniques.
5. Oral and written communication skills.
6. Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Write computer programs to meet user needs utilizing assigned languages.
3. Perform duties to assure proper operations of the computer systems for the District including UNIX and VMS computers to provide resources for the staff, faculty and students.
4. Operate computers and peripheral equipment properly and efficiently.
5. Diagnose and understand reasons for system failures.
6. Maintain current knowledge of technological advances in the field.
7. Communicate effectively both orally and in writing.
8. Maintain records and prepare reports.
9. Prioritize and schedule work.
10. Analyze situations accurately and adopt an effective course of action.
11. Work independently with little direction.
12. Establish and maintain cooperative and effective working relationships with others.

### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in computer science or related field .
2. Three (3) years experience in computer programming, or computer systems and network support related duties.

## **WORKING CONDITIONS:**

### **Environment:**

1. Office environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

**Hazards:**

1. Extended viewing of computer monitor.

Date Approved: March 1, 1999  
EEO Code: H-30