

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Network Technical Lead	<u>CLASS NUMBER:</u> 80003	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 081570
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Programmer/Analyst 5 (081500)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Network Technical Lead classification is to serve as lead technician; plan, install, and maintain software operating systems and related software products; advise and confer on software and hardware needs; and respond to issues assigned by the Help Desk.

JOB DUTIES:

Provide assistance to users of the network. Monitor network, non-network server, and software functionality. Obtain and maintain the technical resources for staff members to perform their duties. Install hardware, software, and network applications. Troubleshoot network problems. Make hardware repairs to network servers and technical equipment installed on the network. Troubleshoot and repair all non-networked servers and equipment.

Troubleshoot, repair, and make recommendations on technical piece of equipment used or purchased. Train assigned staff on new procedures and use of equipment and software. Conduct audits of network user accounts to ensure accuracy and necessity. Conduct backup of data on servers. Ensure that the proper security paperwork has been processed for users to gain access to the network applications. Build user profiles based on level of job functionality on the network and monitors profiles. Coordinate purchasing and upgrading of state owned equipment. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; employee training and development; lead work; human relations; agency policy and procedures. Skill in equipment operations; word processing. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw conclusions; use proper research methods in gathering data; understand manuals and verbal instructions, technical in nature; originate instructions and specifications concerning proper uses of machinery; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in network administration with two (2) years of network administration experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date