Job Description

PimaCommunityCollege

Position Title: Information Technology Analyst 2 - Network

Job Family: Information Technology

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary grade: 07

Position Summary:

The Information Technology Analyst 2 – Network leads wireless networking projects. Assigns work to other team members and outside contractors. Performs and documents processes that include the configuration, deployment, monitor and troubleshooting of wireless systems.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates and performs the installation, upgrade, maintenance, testing, and troubleshooting for wireless networking systems.

2. Leads administration of the enterprise wireless network systems and advanced scripting for College network systems, servers, routers, switches, and other related systems.

3. Troubleshoots end user technical and business process issues.

4. Develops system monitoring, test plans, diagrams, and technical documentation.

5. Provides project management for functional and technical implementation in wireless networking systems.

6. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems

2. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

3. Skill in performing a variety of duties, often changing from one task to another of a different nature

4. Skill in positive, productive and flexible customer service

5. Ability to adapt to a rapidly changing technical environment

6. Skill in project management principles, processes, and techniques

7. Ability to work with independently as well as in a team environment

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Informational Technology Wireless Networking or a closely related field of study required.
- Vocational or technical training in Technology or a closely related field of study preferred.
- One (1) to Three (3) years of IT related experience required.
- Three (3) to Five (5) years of related experience with Wireless networking administration preferred.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information

- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required