



CLASS SPECIFICATION

Class Title: Network Services Team Leader
Department: Information Systems
FLSA: Non-exempt

Class Code: 402
Eff. Date: 9/9/97
Grade: 24
Revised: 12/17/19

GENERAL PURPOSE

Under general guidance and direction from the Director of Information Systems, performs supervisory and complex technical duties in developing and analyzing strategies and plans for data networking encompassed in the county's network.

EXAMPLE OF DUTIES

Responsible for evaluating and supporting assigned sites; coordinates project activities including wiring and network communication set-up; responsible for configuring the current Windows Operating System. Assists in developing networking plans and strategies for county wide standards, network plan and design methodology, capacity planning strategies and growth estimates; monitors current network requirements; assesses the impact of new technologies and trends on departmental strategies; makes recommendations for responsible systems integration.

Identifies equipment needs and assists in analyzing cost justification decisions, cost recovery analysis and rate structures.

Communicates and coordinates plans and strategies to include use and sharing of technical resources; provides technical assistance to County departments in meeting their networking and data communication requirements; explains services available from the Information System department; assists in implementing a networking solution.

Assists the Director in developing, implementing, and monitoring department budget, policies and procedures; assists in setting priorities; researches and analyzes issues which impact programs and makes recommendations to resolve problems or to increase efficiency and effectiveness of services; researches and tests new technologies and makes recommendations for integration.

Supervises a work team including making hiring recommendations, determining workload and delegating assignments, training and monitoring work of team members. Evaluates performance in compliance with Davis County Policies and Procedures. Initiates corrective or disciplinary actions (including termination) as instructed and in compliance with all applicable policies and procedures.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in



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computer science or a closely related field, plus five (5) years of directly related (full-time) computer and network support experience or an acceptable combination of education and experience.

2. **Special Requirements:**

Must pass the Davis County Sheriff's Office background investigation.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must possess a valid Utah Driver License.

3. **Necessary Knowledge, Skills and Abilities:**

Thorough knowledge of: analog and digital communications systems including voice, data, video, telemetry, etc.; planning methodologies and analysis techniques for developing long-range strategic objectives, short-range tactical plans, and formulating customer requirements; capital budgeting and operating budgeting methods for local government, development and implementation of policies and procedures concerning daily operations and county wide communications strategies; working knowledge of: local government organization and functions, modern management principles and practices.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: formulate long-range communication plans and objectives; coordinate with County departments to assess requirements and solve problems; supervise, assign, and evaluate the work of others; establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public; communicate effectively (orally and in writing); follow written and oral instructions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date: 12/17/2019

Department Approval: Mark Langston



HR Generalist Approval: Mindy Adams
Classification Approval: Marina Brito

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