



POSITION DESCRIPTION

Administrative Services Network Architect

Network Architect	
EMPLOYEE NAME:	_____
Position Title:	Network Architect
Classification/Salary Range:	Principal Systems Analyst / EA Range 28
Division/Unit:	Administrative Services/IS/Telecom
Supervisor:	IS/Telecom Program Manager
FLSA Status:	Exempt, Not overtime eligible
Representation:	EA
Position Location:	Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed.
Position Purpose	
<p>Position Purpose: The primary role of the Network Architect is to design, build, and maintain data communication networks, including local area networks (LANs), wide area networks (WANs), and intranets; to develop and implement computer network systems; and maintain and troubleshoot network systems and make repairs or adjustments as needed.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>	
Position Essential Functions	
<p><u>ESSENTIAL FUNCTIONS / DUTIES AND RESPONSIBILITIES:</u></p> <ol style="list-style-type: none">1. Acts as the primary technical lead resource for LCOG and participating member entities; answering design and configuration questions, managing and supporting local and wide area networks, and providing complex	

technical and infrastructure related assistance to agency staff and to LCOG's external member-customers.

2. Performs detailed system analysis regarding the health and optimization of the agency's enterprise data and systems network, by resolving hardware, software, network, server, and print related support requests. The person in this role will also be expected to take necessary steps to prevent further recurrence of any issues.
3. Develops a depth/breadth of network-level knowledge of the applications and infrastructure of LCOG's different divisions and program areas, as well as each member agency that contracts with LCOG for technology support services.
4. Provides network support for building and installing physical and virtual servers, storage solutions, deploying security updates and patching, provisioning, performing network assessments, analyzing network traffic, and deploying group policies, in accordance with industry standards and best practices.
5. Creates relevant documentation for LCOG network projects; such as diagrams, detailed assessments and design document.
6. After hours technical support as needed.
7. Other duties as assigned.

Other Duties of Position

Commitment to working effectively and collaboratively with colleagues, members of the public, clients, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Minimum Qualifications

Education and Experience

Bachelor's degree in computer science or related field, plus five years of progressively responsible experience in providing IT Services, or any combination of education and experience that would provide the applicant with the required knowledge, skills, and ability to perform the job.

Licenses, Certificates, and Other Requirements

Valid Oregon State driver's license or the ability to obtain reliable transportation to various sites within Lane County. The ability to pass a criminal background check.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____