OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title:	**INFORMATION SYSTEM NETWORK MGMT SPEC**	**Grade:**	**16**
Division:	**ADMINISTRATION**	**Job Code:**	**TBD**
Reports To:	Information Technology Supervisor	**FLSA Status:**	**Exempt**

SUMMARY OF ESSENTIAL JOB DUTIES:

Positions in this job family are assigned responsibilities involving the design, development, administration and maintenance of various telecommunications and computer networks and operating systems and related services such as equipment installation, coordination of services, and billing and budgeting requirements.

JOB DUTIES:

Plans, designs and coordinates various telecommunications or computer networks or operating systems to provide radio, telephone or computer operating systems to support agency operations; may be assigned overall responsibility for all communications systems in an assigned district or geographical area.

Performs professional and technical work in providing data processing and other communications services for a state agency; establishes and maintains computer services and radio communications networks and systems; performs preventive maintenance; evaluates systems performance, responds to malfunctions and operating problems, and identifies and resolves causes.

Confers with users to identify communications or computer support requirements; coordinates with vendors, contractors, in-house technical staff or others to plan, design and implement new applications, modifications or improvements as needed; provides training and assistance to users in the operation and application of available systems.

Installs, tests and modifies telephone, radio microwave, cable facilities, paging, personal computers, software, operating systems, and other communication and automation devices and components; coordinates and performs systems tests; adjusts, calibrates and modifies equipment or components to conform to specifications, implement engineering or software changes or enhance systems performance.

Develops telecommunications or information technology strategies, recommendations and plans for the procurement of new technologies or equipment; conducts cost studies and participates in the preparation of budget work plans.

Directs the procurement, storage and inventory of replacement and spare parts, software, and equipment; establishes and writes equipment specifications; coordinates with vendors or contractors for the purchase of supplies, equipment, or personnel services in accordance with the state purchasing laws.

Coordinates operation of radio communications systems and other regulated activities with the Federal Communication Commission or Federal Aviation agency as required.

Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.

- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

Requirements:

Education and Experience: Education and Experience requirements at this level consist of two years of experience in telecommunications or computer installation, maintenance, repair or operations or eighteen semester hours of college in Computer Science or Management Information Systems course work or completion of a technical school or vendor training in telecommunications maintenance, computer operations, electronics or a closely related field, or certification as a network administrator or network engineer plus two additional years of qualifying experience involving the installation, maintenance, or administration of a computer service or telecommunications network.

Knowledge and Skills:

Knowledge, Skill and Abilities required at this level include knowledge of telecommunications, networks, computer operating systems, radio communications or other electronics systems; of installation and repair techniques for data processing and telecommunications equipment and associated devices; of microcomputers and related equipment and software; of procedures for testing telecommunications equipment; of office automation systems; of radio transmitting and receiving devices; of rules and regulations concerning the use of telecommunications systems; and of procedures for analyzing and resolving systems operating problems. Ability is required to install and maintain telecommunications systems and equipment; to provide training and assistance to users; to analyze and resolve systems problems; to communicate effectively; to establish and maintain effective working relationships with others; and to work independently and perform a wide range of tasks and activities in administering a telecommunications network or operating system