

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 04/17/06

TITLE: NETWORK SUPERVISOR

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Programs and maintain the local area network and serves as the network administrator for the Victor Valley Wastewater Reclamation Authority (VWVRA). Reports to the Director of Human Resources.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The employee must have knowledge, skills, or ability for the following:

1. Recommends and implements policies, procedures, and standards relating to information systems activities, develops technical standards and procedures for system design, maintenance and operation.
2. Supervises the maintenance of hardware and software systems to meet the needs of user departments, determines information requirements and further defines the nature of projects.
3. Supervises and participates in the training of personnel in the uses and capacities of software/hardware, assigns work to subordinate personnel, providing instructions and answering questions, coordinates the scheduling and completion of work by determining operational priorities and resolving work load problems, inspects work for accuracy and completeness, evaluate work techniques and methods for conformance to established standards.
4. Manages technical assistance and serves as liaison to subordinates, departments, users and consultants in the development and implementation of information systems and programs.
5. Advises and provides assistance to other Agency personnel regarding information systems related issues.
6. Conducts research and performs analyses, prepares and presents reports regarding project feasibility, equipment utilization, project plans, and te cost of applications.
7. Participates in the development and administration of the information systems budget, prepares budget projections.
8. Serves as liaison between vendors and Agency, reviews proposals, negotiates contracts, monitors vendor performance, coordinates installation of hardware, communication lines and software.
9. Participates in the selection of subordinates, plans and implements employee training, evaluates employee performance, initiates disciplinary action.
10. Employee is expected to work regular hours of the approved VWVRA alternate work schedule. Employee is expected to serve on-call, 24 hours a day, 7 days a week, on a rotating basis as well as carrying a pager and a cellular phone. Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions and in a moderate noise environment.
11. Employee may be required to undergo medical or psychological fitness for duty exams.
12. Employee must learn and follow all of the Victor Valley Wastewater Reclamation Authority's rules and regulations.
13. Employee must perform any other tasks or functions deemed necessary or assigned to the daily operations of VWVRA.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Systems programming, including database systems compatible with the Agency's information systems.
Current technology.
General administration practices and techniques.
Methods and techniques of supervising.

Ability to:

Supervise subordinate staff.
Make judgmental decisions concerning equipment needs, scope of assignments and allocation of computer time.
Effectively prepare and present written and oral reports.
Understand and interpret highly technical manufacturer's manuals and equipment specifications.
Communicate effectively orally and in writing.
Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.
Talk, hear, see and smell.
Frequently sit for extended periods of time.
Frequently use a personal computer.
Frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds.
Communicate effectively orally and in writing.
Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Work without constant supervision for extended periods of time.
Use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms.
Talk, hear, see and smell.
Frequently stand, walk, climb or balance, stoop, kneel, crouch, or crawl to operate equipment located in tight quarters and participate in confined space entry and exit procedures, including rescues.
Willing and able to carry cell phone/radio at all times while on duty.
Employee is expected to work regular hours of the approved VVWRA alternate work schedule.

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

Employee must possess a Bachelor's degree in Computer Science or related field, plus six (6) years of in-depth computer/network experience or technical training in computer science or related field plus progressive supervisory or management experience. Possession of a valid State of California Class C driver's license.

Environment: Work is typically accomplished near moving mechanical equipment indoors and outside in varied weather conditions; employee may be frequently exposed to fumes or airborne particles; occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration; work in high locations; work in confined spaces; and often work in a high noise environment.

Physical: Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds; operate assigned equipment and vehicles including SCBA.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.