



## AGENDA

### Finance and Insurance Committee

Wednesday, August 8, 2012

9:45 a.m.

Jury Assembly Room

Lower Level, Marinette County Courthouse

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Discuss/consider approval of Network Coordinator position, action if any - attachment
5. Adjournment

cc:	Melissa Christiansen	Finance Director
	Kathy Just	County Board Chair
	Don Pazynski	County Administrator
	Connie Seefeldt	Corporation Counsel
	Vilas Schroeder	County Clerk

**PLEASE NOTE:** AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717



## Job Title: Network Coordinator

**Department:** Information Services  
**Position Reports to:** Information Services Director  
**Pay Grade Level:** Network Coordinator  
**FLSA Status:** Exempt  
**Position Status:** Full Time

### JOB ANALYSIS

This position is responsible to design, support and trouble-shoot Marinette County's computer networks. Additional duties include, but are not limited to managing backups, licensing, archiving, working with vendors and providing back up to other positions within the department.

### ESSENTIAL JOB FUNCTIONS

- A. Coordinate the development and maintenance of computer networks.
- B. Design, support and trouble shoot for County-wide network.
- C. Review user requests and prepare cost estimates relative to network systems and/or computer hardware and software needs; recommend computer hardware/software.
- D. Repair/manage the repair of County computer hardware.
- E. Install personal computer hardware and software.
- F. Support all personal computer hardware and peripherals.
- G. Manage county backups, licensing, daily backup, archiving and vaulting.
- H. Develop, maintain and audit back-up and recovery methods for computer systems.  
Provide guidance and assistance in selection of personal computer application software.
- J. Train/coordinate training for packaged and personal computer software.
- K. Work with vendors in maximizing support services for computer network.
- L. Install and support systems emulation software and provide support for Internet connections.
- M. Manage virus protection including maintenance, updates, policies, and licensing.
- N. Manage installation of network system upgrades and preventive maintenance programs.
- O. Prepare and maintain documentation as it relates to the network.
- P. Provide back-up support for other information systems services personnel.
- Q. Perform related work as assigned.

### REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Operate modern office equipment.
- C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- D. Communicate orally and in writing effectively.
- E. Write documents and/or articles using original or innovative techniques or styles.
- F. Present information to management, small groups and individuals.
- G. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- H. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- I. Apply excellent trouble shooting skills.
- J. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- K. Interpret complex documents.
- L. Process information derived from numbers.
- M. Compute rate, ratio and percent as well as draw and interpret bar graphs.
- N. Apply attention to detail.
- O. Apply procedures and interpret instructions accurately.
- P. Perform effectively under tight time frames and demanding schedules.
- Q. Prioritize multiple tasks and meet scheduled deadlines.

- R. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- S. Work as team player in the absence of or with minimal supervision.
- T. Manage unexpected changes within job duties.
- U. Work independently and exercise sound professional judgment.
- V. Plan, organize and direct the work of others.

**QUALIFICATIONS**

- A. Requires a Bachelor's degree from an accredited school in the networking field.
- B. Requires three years of experience in the networking field.
- C. Possess and maintain an insurance acceptable driver's license.

**ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work in frequently quiet environment without significant interaction with others.
- C. Work with long periods of solitary work.
- D. Deal with challenges and criticism on a regular basis.
- E. Travel to all county workstations on an as needed basis.
- F. Interact with abusive and/or difficult individuals occasionally.
- G. Work in fast-paced high-pressure situations.

**PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Work in a confined workspace.
- E. Crawl into, under or around confined spaces.
- F. Stoop, kneel, crouch or crawl frequently.
- G. Bend, squat, stretch, and twist frequently.
- H. Coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling.
- I. Lift and/or carry up to 50 pounds frequently, occasionally lifting in excess.

**ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary, including on call after hours.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 07/2012  
 Approved: 07/12/2012 Human Resources Director & County Administrator

07/12/2012 Job Description pending Governing Committee approval.  
 Position pending Governing Committee, Personnel Committee and County Board approval.

**DRAFT**