VSC
VERMONT STATE COLLEGES

Job Classification Description

Lead Network Analyst/OC	**Grade 14**
Non-Bargaining Unit	**Exempt**

BASIC FUNCTION
Design, configure and maintain a robust wide area data network to serve the needs of Vermont State Colleges academic and administrative services. Keep abreast of new network technologies. Take a lead role on committees and groups charged with network design, performance and security matters.

CHARACTERISTIC DUTIES & RESPONSIBILITIES
- Design network topology.
- Configure network routers for general throughput and traffic shaping.
- Monitor WAN for performance and security.
- Setup and maintain DNS server.
- Develop statements of work, system documentation and quality assurance processes to meet college and system needs.
- Lead system wide development projects ensuring that all parts of the project development lifecycle (requirements analysis, functional specification, programming, quality assurance and implementation) are addressed and documented. Key to the success of these projects is the incumbent's ability to work collaboratively with college resources.
- Working closely with the VSC teams, formulate and define functional systems requirements based on analysis of user/business requirements, procedures and problems in order to automate processing or improve existing workflows.
- Mentor new and/or less experienced operations staff members through both formal and informal organizational channels, coach new staff in.
- Work with network carrier vendors to insure reliable connectivity throughout the VSC.
- Work with systems and applications groups within the O/C to provide local and remote connectivity to servers.
- Work with user groups and committees to anticipate future network demands.
- Negotiate with WAN vendors for services and support contracts.
- Perform related duties as assigned.

SUPERVISION EXERCISED
None.

SUPERVISION RECEIVED
Supervision is received from the CTO Office of the Chancellor.

MINIMUM QUALIFICATIONS

Bachelor's degree in a computer or other appropriate discipline and three to five years related experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge and experience with Cisco's network operating system.
- Knowledge and experience with frame-relay technology.
- Experience setting up and maintaining IP based networks.
- Experience with Ethernet protocols.
- Good planning, organization and administrative skills.
- Experience and success in a team environment.
- An understanding of the complexities of multi-level reporting arrangements.
- Excellent communication skills.
- Experience teaching others in formal or informal environment is desirable.
- Ability to deal effectively with a wide range of end users, in person, over the phone and via e-mail.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.