

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** NETWORK AND DATA MANAGEMENT SPECIALIST

**TITLE #:** 1819

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position involving responsibility for programming databases and for the administration, installation and maintenance of network operating systems for component districts of the Orange-Ulster BOCES Technology Learning Center. This class differs from that of Senior Computer Network Specialist by virtue of the programming and data management aspects of the work. Work is performed under the general supervision of the Assistant Director of Technology with leeway allowed for exercising independent judgement in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Programs SQL databases in order to efficiently manage data for the BOCES and component school districts;

Manages automated data related to student population, scoring, programs, financial information etc., for the BOCES and component school districts;

Utilizes various programming languages including, but not limited to, C++, Visual Basic, ASP, SQL, and JAVA, to write programs and scripts in order to resolve unique systems issues as they arise;

Installs, maintains, and evaluates network operating systems including but not limited to, Novell, Microsoft, Solaris and Linux;

Configures firewalls, web servers and related devices;

Configures wide-area-network devices including, but not limited to hubs, routers and switches;

Develops intranet and Internet applications, i.e., work order processing and tracking, interface with billing, e-mail system, logon security, etc.;

Provides support to administrative, technical, and clerical staff in using data management and networking applications;

Attends training as needed to upgrade and update skills.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of networking theory and application including installation and maintenance of computer networks; thorough knowledge of various computer programming languages and application; good knowledge of database applications and troubleshooting in a networked environment; ability to program, design and modify databases according to client's needs; ability to write and debug computer programs; ability to analyze problems in a logical and systematic manner; ability to work well with others; ability to provide support to administrative, technical, and clerical staff in using data management and networking applications; good organizational skills; good interpersonal skills; reliability; initiative; creativity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited **college or university or one accredited by the New York State Board of Regents to grant degrees** with a Bachelors Degree in Computer Science or related field and two (2) years experience installing and maintaining computer networks (Novell, Microsoft, Solaris and/or Linux) AND two (2) years of programming experience involving writing programs utilizing multiple computer languages, including C++; OR
- (B) Graduation from a regionally accredited **college or university or one accredited by the New York State Board of Regents to grant degrees** with an Associates Degree in Computer Science or related field and four (4) years experience installing and maintaining computer networks (Novell, Microsoft, Solaris and/or Linux) AND two (2) years of programming experience involving writing programs utilizing multiple computer languages, including C++; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience installing and maintaining computer networks (Novell, Microsoft, Solaris and/or Linux) AND two (2) years of programming experience involving writing programs utilizing multiple computer languages, including C++.

**NOTE:** Possession of a certification as either a Certified Network Engineer (i.e., CNE from Novell) or as a Microsoft Certified Systems Engineer (i.e., MCSE from Microsoft) may be substituted for two (2) years of the required experience in networking only.

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: 9/12/02 ms

**REVISED: 08/25/05 kr**