

TEXAS STATE BOARD OF PHARMACY
333 GUADALUPE ST, STE 3-600; AUSTIN, TEXAS 78701
(512) 305-8000; (512) 305-8009 fax
<http://www.pharmacy.texas.gov>
JOB VACANCY NOTICE
Network Specialist IV (0290)
Salary Group B22

Listing No.	<u>TBP16-002</u>	Opening Date:	<u>November 4, 2015</u>
Functional Title:	Network Specialist IV	Closing Date:	<u>December 4, 2015</u>
Type:	Full-Time	Salary:	\$4,301 - \$5,000 /mo. depending on experience
Refer To:	Steve Rapp (512)305-8015		

Military Occupational Specialty Codes: Army = 13D, 13P, 13R, 14G, 14H, 14S, 18E, 25B, 25D, 25N, 25U, 25U, 35Q, 35T, 94F, 18E, 25, 94, 53, 255A, 255N, 255S, 255Z. Navy = CT, IT, 181X, 182X, 642X, 644X, 742X, 744X, Cryptology, Communication, Restricted Line, Limited Duty Officer-Line, Chief Warrant Officer-Line. Coast Guard = 275, IT, 26, 030, C4i11, ISM. Marines = 0612, 0627, 0651, 0653, 0659, 0681, 0689, 0699, 2621, 2847, 6694, 06, 26, 28, 59, 66, 0605, 0620, 0650. Air Force = 1B4X1, 3DOX2, 3D0X3, 3D1X1, 351X2, 17CO, 17DX, 17SX1B, 3D, 17

JOB DESCRIPTION:

Performs highly complex (senior-level) work. Work involves coordinating activities associated with a local area network or wide area network; coordinating network design and installation, policy development, training, monitoring, and analysis of existing hardware and software; and evaluating potential network enhancements. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Experience in local or wide area network work. Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is required. Two years' experience may be substituted for 1 year of college coursework.

Condition of Employment: The position is security sensitive and TSBP is authorized to obtain a criminal background check which includes criminal history records.

ENVIRONMENT/PHYSICAL CONDITIONS:

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

REMARKS

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete will not be considered. Resume may supplement, not replace application. Job description & state of Texas application can be downloaded from the TSBP website:

<http://www.pharmacy.texas.gov>

Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512/305-8009.

This job is covered by the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

*An Equal Employment Opportunity Employer
TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.*

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE:	Network Specialist IV
DIVISION:	Executive
SUPERVISOR:	Director of Information Resources
STATE CLASSIFICATION TITLE:	Network Specialist IV
STATE CLASSIFICATION NUMBER:	0290
STATE PAY GROUP:	B22
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full-Time

GENERAL DESCRIPTION

Performs highly complex (senior-level) work. Work involves coordinating activities associated with a local area network or wide area network; coordinating network design and installation, policy development, training, monitoring, and analysis of existing hardware and software; and evaluating potential network enhancements. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates the design and maintenance of local area network implementations.

Coordinates performance tuning and capacity planning activities to enhance the performance of the network resources.

Evaluates various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency.

Evaluates policies and procedures designed to ensure the integrity of the local area network or wide area network environment and provides recommendations to improve them.

Evaluates network technologies for potential acquisition.

Assesses future information requirements to develop long-range and comprehensive local area network or wide area network plans.

Supports migration to new network operating system levels.

Ensures that appropriate network management software is available and effectively used.

Determines standards on network security.

Monitors the operational network environment and takes corrective measures to ensure efficient performance.

Designs or coordinates the designing of the procedures necessary to save and recover local area network or wide area network environments from hardware and software failures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

Assists with the preparation of budget recommendations for network facilities, analyzes user support statistics, and implements appropriate measures.

Assists with the development and maintenance of procedures to facilitate network administration.

Assists with the development of goals and objectives for the development and use of an efficient and cost-effective network.

May supervise the work of others.

NON ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of network facilities and data processing techniques, of personal computer hardware and software, of network operating system and security software, and of performance monitoring and capacity management tools.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to recognize, analyze, and resolve network problems; to communicate effectively; and to supervise the work of others.
- Good communication skills, both written and oral.
- Ability to maintain confidentiality.
- Strong organizational skills.
- Thorough knowledge of agency policies and procedures
- Ability to maintain effective working relationships with other employees
- Memory skills

EDUCATION AND EXPERIENCE REQUIREMENTS

Experience in local or wide area network work. Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is required. Two years' experience may be substituted for 1 year of college coursework.

CONDITION OF EMPLOYMENT

The position is security sensitive and TSBP is authorized to obtain a criminal background check which includes criminal history records.

LICENSE REQUIRED: None

ENVIRONMENT / PHYSICAL CONDITIONS:

Normal office environment. Tobacco free work place. Sitting and operating a personal computer for long periods of time. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.