JOB TITLE: **NETWORK ANALYST**

JOB DESCRIPTION:

This employee is responsible for preparing and submitting comprehensive feasibility studies including detailed documentation of procedures and personnel utilization with recommendations identifying specific computer networking and computer application areas.

Duties of this position include but are not limited to:

1.   Studying and documenting present work flow and procedures.
2.   Identifying potential computer networking and computer application areas.
3.   Supervising and assisting in computer networking and computer operation functions.
4.   Determining system informational and personnel requirements.
5.   Writing, testing, and de-bugging complex programs.
6.   Preparing system flow diagrams.
7.   Designing forms and specifications.
8.   Developing systems procedures.
9.   Preparing machine operation instructions.
10.   Analyzing existing systems and redefining them to take into account changes in system requirements or equipment configurations.
11.   Preparing, coordinating, and supervising systems implementation.
12.   Providing technical assistance and training to user staff and to programming and operations personnel.
13.   Performing other duties as assigned.

REQUIRED QUALIFICATIONS:
1.   Successful completion of an accredited training program in data processing.
2.   Data processing experience including computer programming and systems experience.

DESIRED QUALIFICATIONS:
1.   Bachelor's degree or above in the field of data processing.