

751.1 SUBJECT: SYSTEMS & NETWORKS SUPPORT

:1 OBJECTIVE:

Systems & Networks Support is responsible for enterprise-wide planning, design, operation and administration of midrange computers, personal computers, servers, computer networks, voice communications, data communications and internet related technologies.

:2 AUTHORITY:

This procedure amended by City Council on September 15, 2003.

:3 DIRECTION:

The Systems & Networks Senior Manager serves at the pleasure of the Mayor, and receives direction from the Chief Information Officer.

:4 FUNCTIONS:

A. Operations Support

1. Responsible for the administration, operation and maintenance of midrange computer systems.
2. Responsible for ensuring appropriate disaster recovery procedures are in place and operational to allow recovery of data and/or systems stored on the midrange computers.

B. Network Support

1. Responsible for strategic planning, design, integration, operation, maintenance and administration of the enterprise-wide computer network infrastructure.
2. Responsible for strategic planning, tactical planning, maintenance and administration of the enterprise-wide voice telecommunication system.
3. Responsible for the strategic planning, tactical planning, design, operation, maintenance and administration of the data network hardware and software.
4. Responsible for ensuring appropriate disaster recovery procedures are in place and operational to allow recovery of data and/or systems stored on network servers or other network equipment.
5. Responsible for the strategic planning, design, integration, operation and administration of internet related technologies.
6. Responsible for the strategic planning, design, installation, integration, and maintenance of desktop computing devices, enterprise-wide.
7. Responsible for capacity planning on all technology platforms, enterprise-wide.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

- :7 REFERENCE:
Procedure adopted by City Council December 18, 1989, Item 16A-47; amended February 4, 1991, Item 3/50; amended December 9, 1991, Item 6/NN; amended April 19, 1993, Item VV; amended March 20, 1995, Item SS; amended August 31, 1998, Item 3K; amended April 3, 2000, Item 2PPP; amended September 15, 2003.
- :8 EFFECTIVE DATE:
This procedure effective September 15, 2003.