

POSITION: Senior Network Administrator
GRADE: 9N
CODE:

FLSA: Non-Exempt
DATE: 07/01/07

Position Summary:

Administer the operation of LAN, WAN and TCP/IP. Design, manage, monitor, tune and oversee all activity of network system to ensure proper operation. Review and resolve hardware/software problems; install new hardware, OS and software upgrades.

Essential Functions:

1. Provide day-to-day support for all network users; including diagnosing and resolving hardware and software problems;
 2. Design, install and service TCP/IP telephone systems;
 3. Design and monitor proactive solutions that preempt network failures;
 4. Install new hardware and software for network;
 5. Inform Director of Information Technology on conditions and operational exceptions of the network(s) and pertinent factors influencing them;
 6. Provides technical training, advice and support to end users (often by telephone) regarding use of computer hardware or software;
 7. Maintains familiarity with LAN operating systems and commercial software installed on system;
 8. Accepts responsibility for assigned tasks and displays the ability to manage small projects with direction from Director. Works to resolve minor conflicts before they become major conflicts. Demonstrates, by example, the desired standards of personal conduct and work performance;
 9. Maintain constant familiarity with all applications running on the network;
 10. Design, test and maintain a functional and detailed Disaster Recovery Program
 11. Design and install a system that will allow seamless communication between various county campuses;
 12. Completes all assigned tasks within the time and budget allocation. Promptly informs Director of any significant events that would result in schedule delays. Shows perseverance and strong follow through;
 13. Perform any other functions required by the Director of Information Technology.
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Required Knowledge, Skills, and Abilities:

1. The incumbent must work well with people, be well organized, and be a self-starter;
 2. Must have typing and data entry skills as well as ability to evaluate, design, and maintain efficient systems for records management and automated equipment maintenance;
 3. Must be able to work with confidential material and information;
 4. Ability to communicate effectively both orally and in writing;
 5. Must be able to read, interpret, and relay technical information, governmental regulations and policies.
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Education and Experience:

1. High School Diploma or G.E.D.; and
 2. Three (3) – five (5) years technical experience in the appropriate systems (Win95/98/NT/2000 Office Suites) environment; including PC Network Admin., Records Mgmt., PC Hardware & Software Support; OR
 3. Two (2) year vocational/technical degree related to computer operations with 4 years of experience providing LAN support; OR
 4. Equivalent technical training.
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Physical and Environmental Conditions:

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment or materials; or walking/climbing or sitting/standing in a fixed position for extended periods of time.

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
