

NETWORK ADMINISTRATOR

DEFINITION:

Under minimal or no direction, the Network Administrator analyzes, designs, constructs, implements, and maintains the Court's data network which includes: local area and wide area network circuits, routers, servers and other equipment to meet departmental and court-wide requirements. Responsibilities of this position include the creation, administration and maintenance of standards and procedures for managing the Court's computing assets, including printers, PC hardware and software, server hardware and software and other computing devices, such as handheld computers. The Network Administrator will also administer user accounts, manage data backup procedures, assist in enforcing security policies and perform other administrative duties, including the coordination of Court staff as assigned. Other related work may be assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from Automation Specialist and Automation Analyst I/II in that those classifications have only backup responsibilities for the network unless directed to assist the Court Network Administrator.

TYPICAL TASKS:

The Network Administrator works independently on large-scale and/or complex network projects, as well as other large and/or complex Court projects, as assigned. This position acts as a project leader; Supervising assigned staff; performing system-wide network analysis; developing designs; installing/maintaining network hardware and software; supervising/directing IT staff on client installs, maintenance, and problems relating to the Court's computing environment. The Network Administrator provides network troubleshooting; assists in the training of staff in the use of a variety of network tools and systems; develops thorough knowledge of the entire data network, network equipment and software throughout the court. This position coordinates network connectivity to the County, other State agencies, and various vendors as needed.

EMPLOYMENT STANDARDS:

Knowledge of:

A variety of networking equipment and software including Cisco routers and switches. Knowledge of both Token-Ring and Ethernet networks. Knowledge of firewalls, remote networking and network security. Advanced knowledge of network operating systems, including Novell Netware and Microsoft Windows Server 2000/2003, and network protocols, such as TCP/IP.

Ability to:

- Perform system analysis and design on large, difficult and/or complex networks, particularly those networks involving multiple sites, multi-user departments, and differing media;
- Apply logic and draw valid conclusions;
- Think creatively to develop effective solutions to problems in a variety of situations and to manage large projects to a successful conclusion;
- Maintain effective working relationships with co-workers, management, staff, county employees, and vendors;
- Adhere to and support the IT Department's "Standards for Professional Interaction"
- Tactfully balance the two directives in the IT mission statement – to provide service and leadership;
- Receive feedback given by internal customers regarding quality of customer service;
- Communicate clearly and effectively;

EDUCATION/EXPERIENCE:

- Graduation from an accredited four year college or university with a degree in management information systems, data processing, computer science or a closely related field or five years as a computer analyst with two years as a network or senior analyst or comparable positions. Qualifying work experience must include project management.

DESIRED QUALIFICATIONS

- Supervisory experience.
- Microsoft MCSA certification (or equivalent).

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