JOB DESCRIPTION

Title: **NETWORK ADMINISTRATOR**
Department: Information Systems
Class Code: 1821
FLSA Status: Exempt
Effective Date: February 13, 1997 (Rev. 07/2008)
Grade Number: 26

GENERAL PURPOSE

Under the general supervision of the Information Systems Director, is responsible for all City computer network planning, administration and operations activities. Also performs a variety of complex professional and technical duties related to the installation and maintenance of the city computer network and communications hardware and software systems including network and application servers, routers, Firewall, LAN, WAN, Frame Relay, phone systems, in addition to mainframe and PC workstations. Responsible for the configuration and installation of network and internet security. Responsible for the configuration and installation of all network software packages used by the City. Responsible for the MIS Disaster Backup and Recovery systems. Supervises the work of the network technical staff (PC Support Specialist, Computer Systems Analyst, and I.S. Technician I).

EXAMPLE OF DUTIES

*-- Plans, administers and supervises all computer network functions for the City. Ensures the LANs are operating at maximum efficiency with proper security. This also includes frame relay telecommunications connections associated with Cisco Routers.

*- Supervises the maintenance and software updates to all servers in the city with the exception of the AS/400. Responsible for the IBM Content Manager server, Parks Class server, HTTP Web filter, Fires Arrakis Server, Active Directory, Linux DNS servers, Windows 2000/2003 DNS servers, CA Desktop management server, CA Helpdesk server, CA Software delivery Server, Firewall server, Novell Netware Servers.

*-- Responsible for the cabling and wiring plant and facilities for the network.

*-- Responsible for the operation, maintenance and control of the telephone system. This includes all facets of software, hardware, support, and changes related to the system. The support includes database management support, IP connections, messaging and voice recording systems, for complex Nortel CS1000 PBX and IP phones throughout the entire City.

*--   Serves as the security officer for the network.

*--   Deploy and maintain firewalls, cryptography systems, and all network host security activities.

*--   Works with management to determine resource requirements, budget, and personnel needed to keep the network in a production status. Evaluates end user needs and recommends appropriate equipment and software configurations.

*-   Preserves system integrity for all computers within the city. Ensures city's Network and personnel are in compliance with all Operating system Licenses for servers and desktop PC's to ensure the Legality of usage.

*-   Responsible for Wireless connectivity for City. Ensures wireless connections are secure and safe and meets FBI requirements for 128 bit encryption.

*-   Oversees and Installs Complex Software For CA Desktop Maintenance. Including Desktop Maintenance, Management and Software Delivery systems, creating install packages and deploying system updates.

*--   Responsible for maintaining comprehensive documentation describing the LAN's layout and operational considerations.

*--   Assists with the acquisition and directs the installation of new network hardware, PC computer, hardware and software systems.

*-   Works Closely with Public Safety in the ensuring a smooth Network connectivity for all Public Safety Software on Desktops and Laptops. Also assists Public Safety with the Installation and configuration of Hybrid Public Safety software on the desktop PC's.

*--   Provides training to customers in the use of their systems.

*--   Responsible For Network Management including development implementation of wiring configuration standards connectivity solutions, overall network operation systems, Network software, Server hardware configurations, Network file systems and Directory structure. LAN/WAN System integrity and security. the Network Administrator with installation and configuration of network hardware and software.

*--   Responsible for all LAN and WAN hardware, software and data integrity, security, all backup and recovery for all Netware, Unix, Windows server and Linux Platforms. .

*--   Assembles and installs PC hardware, investigates and resolves routine hardware and communications problems.

*--   Distribute and supervise server storage space allotments.

*--   Analyze system or application usage and plan for growth or increases in network capacity.

*--   Understands and uses PC computers, including peripheral devices; understands and uses windows operating system; performs system administrative duties; installs operating system, PTF's and application system software.

*--   Understands principles of data communications including SNA/SDLC networks including Ethernet and token ring, modem setup and installation, and problem determination and resolution.

*--   Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.

*--   Assists the MIS Director in preparing the MIS budget by recommending purchases of hardware, software and system maintenance purchases needed to operate the network, servers and desktop pc's.

*--   Researches, configures and installs personal computer software packages, software upgrades, PC Support, emulation, internal/external modems, etc.; upgrades hardware and software to meet user needs.

--   Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

--   BS Degree in Computer Science or related field plus six (6) years of computer experience working with Networking infrastructure and WAN Networks (Novell Netware, Microsoft Certifications) OR any equivalent combination of education and experience.

Special Requirements

--   Flexible work schedules, occasional evening and weekend work.

Necessary Knowledge, Skills and Abilities

--   Working knowledge of LAN and WAN topologies and architecture. Including Multi Vlan architecture. Must be able to construct, operate and maintain LAN and WAN Networks. A complete knowledge of Gigabit and ethernet topology interfacing with network IP phone systems. Must be able to research and solve associated problems

-- A complete knowledge of network equipment such as switches, routers, hubs, and associated equipment and how to construct and maintain networks. Must also have a working knowledge of the software control systems for networks such as H.P. Optivity or equivalent.

-- Working knowledge of Server and PC operating systems - such as Novell Netware (may substitute Microsoft NT, 2000, 2003), PC operating systems.

-- Must have knowledge of Firewall servers and basic rule setting programming. (Checkpoint server is preferred)

-- Understands, installs and configures network equipment utilizing varied protocols such as: TCP/IP, IPX/SPX, Microsoft protocols and NMS.

-- Must Have a working knowledge of IP Telephony and QOS service implementation for network based phone systems. (Nortel Based systems preferred.)

-- Working knowledge PC hardware and components including processors, mother boards, accessories, cards, peripherals.

-- Working knowledge of PC/LAN application software including word processing (Word or WordPerfect), spreadsheets (Excel or Quattro Pro), E-Mail (Lotus Notes and Outlook), some administration in database management and development tools. Must be able to install, configure, and administer those systems.

-- Ability to model programs and systems to needs of users for desired results; understand and follow oral and written instructions; explain technical material in layman terms.

-- Develop effective working relationships with customers, co-workers and Administration.

-- Ability to make contacts with other departments, requiring tact and judgement to avoid friction; frequent contacts with executives on matters requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; regular and frequent outside contact with persons of high rank requiring tact and judgement; requires well developed sense of strategy and timing.

-- Ability to analyze Local and WAN network problems, as well as As/400 connectivity problems and solve problems with efficient results.

-- Ability to train users on network concepts and methodologies as well as specific application utilization and configuration.

-- Ability to interface with technical and engineering personnel in order to discuss technical issues pertaining to problems, purchases or technical specifications.

TOOLS & EQUIPMENT USED

-- Personal computer, including word processing and spreadsheet software; network equipment and software; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk.

-- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE:_____

EMPLOYEE'S SIGNATURE: _____ DATE:_____

H. R. DEPT. APPROVED BY: _____ DATE:_____

*Essential functions of the job.