



JOB DESCRIPTION

JOB TITLE:	Network Administrator	FLSA:	Exempt
DEPARTMENT:	Information Technology	GRADE:	P2
REPORTS TO:	Information Technology Director	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing professional level duties related to the administration of network and technology infrastructure for County systems to include configuration and installation of new equipment and monitoring for performance optimization.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages servers to include DNS, DHCP, AD, WDS, backup file servers, FTP and print servers.
- Manages security solutions to include firewalls, anti-virus, anti-spam, anti-malware, and content filtering products; provides security and control measures across multiple computer platforms.
- Manages network hardware and software.
- Administers and maintains user accounts for computers, email, and software access.
- Performs data and server backup and administers software for disaster recovery purposes.
- Monitors network and server data flow, performance and security using a variety of evaluation tools; analyzes data flow patterns; checks network logs to detect intruders; writes scripts to support network monitoring and administration tasks.
- Assists with management and coordination of information technology projects through design, procurement, and implementation phases; researches and selects appropriate hardware and software for County's operational needs.
- Installs, configures and maintains end-user workstation hardware, software and peripherals.
- Stays current on advancements in technology; identifies and assesses opportunities to improve services for the benefit of internal users and the public.
- Performs necessary network upgrades, tests hardware and software to ensure optimal network functionality.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



NETWORK ADMINISTRATOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree with major course work in information technology, or a closely related field; AND two (2) years of professional-level experience in information systems network administration; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Security administration/disaster recovery principles and practices.
- Concepts of data integrity, confidentiality, and availability.
- Computer viruses, backup and recovery, and encryption.
- Operating system environments.
- Security risks and controls.
- System platforms and inter-operability.
- Principles and practices of data communications.
- Initialization, operation, backup and restoration procedures.
- Record keeping principles and practices.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:

- Performing network administration support.
- Implementing business recovery methods and procedures.
- Troubleshooting hardware and software.
- Communicating effectively in oral and written forms.
- Working with users and information technology staff to troubleshoot and resolve security problems.
- Interpreting technical reference materials and diagrams in troubleshooting problems.
- Training others in policies and procedures related to the work.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Setting priorities, coordinating multiple activities and meeting critical deadlines; reading and interpreting specifications and contracts.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.



NETWORK ADMINISTRATOR

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.