

**NETWORK ADMINISTRATOR**

**DEFINITION:**

Under general direction of the Information Systems Manager, analyzes, designs, implements and manages complex microcomputer local and wide area network hardware and software systems. Installs, maintains and repairs microcomputers, peripheral equipment and software. Performs related duties as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to the following: Administers the development, maintenance and operations of complex minicomputer and microcomputer networks using a 10Base-T topology running TCP/IP and Microsoft Networking Technology on fiber and ethernet backbones; assists in the design of network facilities consisting of hubs, bridges, routers, DSU/CSU's, transceivers, LAN cards and various cabling schemes for efficient and cost effective communications between computer devices in local and remote locations; installs, configures and maintains microcomputer hardware, software and peripheral devices; coordinates and selects on and offsite microcomputer repair services from third party vendors when necessary; configures and operates network management hardware and software systems, establishing and maintaining all equipment address and routing schemes, access rights, directory structures and security attributes; assists in the installation and configuration of microcomputer software and new release updates on Unix and Windows NT file servers; performs Microsoft SQL server database administration; analyzes network activity and performs traffic studies, tuning hardware and software systems or rerouting communications for improved performance; performs other related duties as assigned. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a degree in Information Systems or Computer Science supplemented by courses in microcomputer diagnostics and repair and local area network administration using Microsoft Networking Technology – AND - Three years of experience in microcomputer support and administration of local area networks using Microsoft Windows 9X, NT and 2000. Experience in this area may be substituted for the required education on a year for year basis to a maximum substitution of four years' experience for the bachelor's degree.

Knowledge, Skills, and Abilities:

Must have knowledge of installation, maintenance and operations of local and wide area network hardware and software systems applied to minicomputer and microcomputer environments using a 10 Base-T topology running TCP/IP on fiber and ethernet backbones; Microsoft and Unix network administration; installation, maintenance and repair of microcomputer hardware, software and peripheral devices. Must be able to administer a large corporate local and wide area network on minicomputers, servers, workstations and various microcomputers; install, diagnose and repair microcomputer hardware, software and peripheral equipment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee must stoop, balance, and kneel, and use arms, legs, and back to occasionally lift and/or move up to 25 pounds. The employee frequently stands, walks, sits, and uses a telephone and personal computer with a VDT screen for extended periods of time. Work requires the ability to adjust focus and use hands and fingers to handle and maneuver objects.