

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: NETWORK ADMINISTRATOR
CLASS CODE: 2036
EFFECTIVE DATE: 3/24/98 (Revised 4/2/96 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Computer

JOB SUMMARY

Under general direction, installs, monitors, repairs, trains, and responds to inquiries relating to the operation of the County network system.

CLASS CHARACTERISTICS

This is a systems administrator classification responsible to provide County-wide technical support.

ESSENTIAL FUNCTIONS

Installs software on the network as well as off-the-shelf applications.

Enters network users, changes passwords, moves files as users move from one file server to another, and ensures network security.

Monitors available space on network volumes and moves, deletes, or organizes accordingly to maintain adequate disk space for network operations.

Resolves problems relating to the operation of the network.

Develops solutions to method of installations to ensure smooth operation of the network system.

Trains department personnel and others on network operations and demonstrates available network resources.

Installs and upgrades file-servers, routers, work stations, and other computer equipment for County use.

Interacts with outside agencies for connection to the County network and data and helps make changes to County system to facilitate access to County data.

Tests and recommends software and hardware for County use and to ensure programs and hardware meets the needs of the system's users.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Knowledge of information systems analysis, design and development, and programming techniques; Skill in the application of Novell NetWare, Microsoft Windows, Windows 95, Windows NT, and Unisys hardware systems; Skill in analytical problem solving; Knowledge of networking concepts including bridges, routers, and local and wide area networking protocols; Skill in conducting needs assessments; Ability to coordinate multiple tasks efficiently; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; and Skill in document composition.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 60 pounds; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; and Work is performed in a very noisy place.

EDUCATION AND EXPERIENCE

Equivalent to an Associate's Degree in computer information systems or a related field; and four (4) years work experience performing professional computer information systems and networking activities.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license; and valid certification in Novell or Microsoft Networking systems is desirable.

This description 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.