

NETWORK ADMINISTRATOR

PURPOSE AND NATURE OF WORK

This is a professional position responsible for acquisition, operations, and maintenance of all personal computer networks owned by the Lafayette Consolidated Government, as well as planning and implementing future systems, with the purpose of unifying, coordinating and managing the growth of networks. After hours and weekend work may be required.

Incumbent works under the general direction of the Information Services and Technology Manager and has no supervisory responsibility.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Coordinates activities with the IS&T Manager to ensure compliance with LCG and IS&T standards. Coordinates and provides technical direction related to network administration, advanced technical support, and training to appropriate internal staff. Maintains and administers computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations related to network administration. Designs, installs, customizes tests, troubleshoots, repairs, and provides support for all LCG owned networks. Provide technical support for advanced information network hardware and software. Provide support during service interruptions for critical operational servers, switches, routers, and network infrastructure.

Maintain disaster recovery procedures for network and related equipment/software. Monitor system performance; perform system backup, recovery and maintenance, as well as disaster recovery options. Ensure that the appropriate network documentation exists and is up to date. Audit hardware/software inventory to ensure licensing compliance. Install, configure, and troubleshoot, routers, switches, servers, and personal computers. Monitor network performance to determine whether adjustments need to be made, and to determine where changes will need to be made in the future. Coordinates several members of a project to guarantee a successful implementation of computer networks and related computing environments.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of applicable networks, assembly, components, processor types, speeds, and ancillary equipment, as well as standard operating systems.

Thorough knowledge of applicable network communication methods and materials.

Knowledge of commonly used personal computer applications such as popular spreadsheet and word processing software.

Knowledge of city operations and purchasing procedures as necessary to analyze proposed PC equipment applications to determine appropriateness and specifications and facilitate purchasing.

Ability to troubleshoot and enhance operations of personal computers and networks.

Ability to form and maintain effective working relationships with employees of all departments, elected officials, the public, and vendors.

Ability to communicate clearly and understandably with persons of all levels of sophistication regarding computers uses and problems.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Computer Science with substantial experience in network administration or an equivalent combination of education and experience.