

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Services

UNIT OR OFFICE  
Information Technology Services

POSITION CONTROL NUMBER  
4102.0

CLASS TITLE  
Network Administrator 3

CLASS NUMBER  
67133.0

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Network Administrator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
4000.0 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

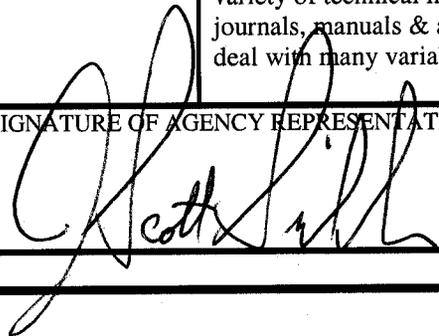
### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	<p>Analyzes, designs implements &amp; maintains computer network systems &amp; desktop functionality for the Governor's Office (e.g., analyzes Governor's Office needs &amp; existing/desired functions to determine feasibility &amp; requirements for computerization (e.g., hardware configurations, peripheral equipment, maintenance, support, training, systems interfaces, modem &amp;/or network communications, storage &amp; backup devices, related software products, operating systems, &amp; network operating systems); prepares estimates of time, cost, supplies &amp; personnel; analyzes hardware, software &amp; service alternatives; recommends methods of project implementation for Governor's Office &amp; other high-level authorities interfacing with Governor's Office; tests systems for validity &amp; reliability; provides on-going system maintenance &amp; evaluation; coordinates Governor's Office automation projects &amp; technical services).</p>	<p>Knowledge of (1) budgeting *; (2) policies &amp; procedures specific to the Governor's Office; (3) electronic data processing systems (e.g., desktop &amp;/or network hardware, software, operating systems (e.g., Microsoft Windows) &amp; procedures; high-level computer programming languages (e.g., HTML, XML, FTP, Visual Basic, MS Access); desktop applications (e.g., PowerPoint, Excel, Word); email applications (e.g. Outlook Exchange, Lotus Notes); web browser (e.g. Internet Explorer, Netscape); computer systems analysis &amp; design).</p> <p>Skill in (4) office automation tools (e.g., Word, Excel); (5) desktop support tools (e.g., virus protection, image loads, recovery capabilities); (6) desktop hardware (e.g., personal computer, monitor, keyboard, CD-Rom, diskette reader); (7) server support (e.g., virus protection, recovery software); (8) LAN hardware &amp; software (e.g., switches, hubs, firewalls, backup tools &amp; techniques); (9) peripheral support (e.g., printers, scanners, personal data assistant devices).</p> <p>Ability to (10) interpret a variety of instructions in written, oral, picture, or schedule form; (11) define problems, collect data, establish facts &amp; draw valid conclusions; (12) interpret extensive variety of technical material in books, journals, manuals &amp; audiovisual form; (13) deal with many variables &amp; determine</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/23/05

APD 6-24-05 ME

# POSITION DESCRIPTION

## OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Administrative Services

UNIT OR OFFICE  
Management Information Systems

POSITION CONTROL NUMBER  
4102.0

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Network Administrator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
2200.0   Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Assists, supports, & trains Governor's Office employees in use of computer hardware, software & related technologies (e.g., assists in use of software applications; assists in resolving software or hardware problems & solving computer related technical & non-technical problems; trains Governor's Office staff on hardware & software use; refers Governor's Office staff to other technology resources internal or external to the State of Ohio when necessary).	specific action; (14) communicate verbally on technical & non-technical matters; (15) prepare meaningful, concise & accurate reports; (16) originate instructions & specifications concerning proper use of computer hardware & software; (17) cooperate with co-workers & others on group projects.  Knowledge of 1*, 2, 3. Skill in 4, 5, 6, 7, 8, 9. Ability to 10, 11, 12, 13, 14, 16, 17.
5	Assists and provides technical support to Boards & Commissions on hardware & software.	Knowledge of 3. Skill in 4, 5, 6, 7. Ability to 10, 11, 12, 14.
5	Communicates in oral & written form with Governor's Office staff members. Establishes & maintains user & technical contacts. Attends training seminars & classes. Performs other related duties as assigned.	Knowledge of 2, 3. Skill in 4, 5, 6, 7. Ability to 13, 14, 17.

\*learned after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

6/23/05

CLASS TITLE  
Network Administrator 3

CLASS NUMBER  
67133.0

APD 6-24-05 ME