

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS101370
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Information Technology Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005483 JOB TITLE Network Administrator 1 JOB CODE 67131 APP 12/1/09 <i>ws</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005482 Network Administrator Supervisor	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>14</u> Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: TO:			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Acts as secondary support for administration of the DAS firewall; monitoring network traffic; identification of network bottlenecks; establishing virtual LANs as required; administration of IP ranges and IP addressing; administration of Dynamic Host Configuration Protocol (DHCP) Windows Internet Naming Service (WINS) servers & services; subnet administration; WAN & router representative to Office of Information Technology (OIT) & other external offices; designing, implementing & maintaining security features.	Knowledge of 1*, 2, 3, 4, 5, 6. Skill in 7, 8, 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17.	
	10	Responds to requests for technical & non-technical computer assistance from peers & clients; troubleshoots software, network, server & workstation issues; assists in use of software applications; assists in resolving software or hardware problems; troubleshoots user station problems & local area network issues; diagnoses common network hardware problems (e.g., cabling; hubs; workstation equipment failures); analyzes network problems (e.g., ongoing software issues; evaluates hardware/software implementation; reviews hardware/software implementation requirements); documents & communicates problem resolutions with other network administrators & computer personnel involved in maintaining network; installs upgrades, patches, & new software to desktop & server equipment; provides technical assistance to lower-level technical staff for troubleshooting of network, workstations & other devices to resolve complex or recurrent problems; performs other technical & analytical duties as required; attends seminars &/or classes to remain current in knowledge of hardware & software technology; creates procedures & standards as part of the IT Services team; coordinates hardware & software installation with other technical resources within DAS.	Knowledge of 1*, 2, 3, 4, 5, 6. Skill in 7, 8, 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/24/09