100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Unified Network - MARCS

POSITION NUMBER 20006368

JOB CODE TITLE Network Administrator 3

JOB CODE 67133

☒ 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
20006398 Network Administration Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Designs, implements & maintains network hardware, software & network operating systems for first responder wireless communications infrastructure within Multi-Agency Radio Communication System (MARCS) Program on behalf Service Delivery Division (SDD): evaluates network hardware & software & designs network configurations; sets up hardware (e.g., Cisco PIX Firewalls, routers, LAN switch with route switch module, remote access routers, Wireless Access Points, DACS); installs network cards, cabling, hubs, concentrators & Token Ring multistation access units; installs & tests software (e.g., Cisco Works, Microsoft WINS, DHCP, Oracle Server, Cisco VPN, Cisco Wireless, HP Open View, Remedy); configures network server; installs network user software component; maintains physical links; administers client server & multi-media technologies along with peer-to-peer networks; designs, implements & maintains security; ensures WAN security; monitors WAN traffic & errors & takes appropriate corrective action; coordinates hardware installation &/or activities with data archival specialists/team & other personnel involved in maintaining computer network; provides technical expertise to Data Systems Administrator & provides help desk tiered support for lower-level technologists; provides guidance, expertise, & knowledge during problem resolution or new network endeavors for MARCS networking & telecommunications infrastructure; resolves complex or recurrent network problems; maintains & upgrades network operating systems (i.e., Microsoft Active Directory, Enterprise Solaris Server, IBM/AIX); responds to network hardware, software & operating system issues 24 hrs/day, 7-days/week which may require overtime, call back or standby; may be required to carry cell phone or wear pager.	Knowledge of (1) implementing & maintaining network hardware, software & network operating systems for first responder wireless communication infrastructure; (2) networking (e.g., TCP/IP, SMTP, VPN, IPSEC, VLAN, WAN, Access List, NAT/PAT, IP Translation); (3) hardware (e.g., Cisco PIX Firewalls, Routers, LAN Switch with route switch module, remote access routers, Wireless Access Points, DACS); (4) operating systems (e.g., Microsoft Active Directory, Enterprise Solaris Server, IBM/AIX); (5) computer science; (6) agency policies & procedures*; (7) government structure & process*. Skill in (8) maintaining & upgrading network operating systems (e.g., Microsoft Active Directory, Solaris Server, IBM/AIX). (9) installation & testing of network related software (e.g., Cisco Works, Microsoft WINS, DHCP, Oracle Server, Cisco VPN, Cisco Wireless, HP Open View, Remedy); (10) use of electronic testing equipment (e.g., protocol analyzer, line analysis computer); (11) configuration & management of network hardware & software; (12) operation of personal computer & peripheral equipment. Ability to (13) define problems, acquire traces, update, configure & implement fixes; (14) comprehend & discuss large number of technical variables & determine *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 8-29-07

Apd 9-12-07CB

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		course of action; (15) cooperate with co-workers on group projects; (16) responds to network hardware, software & network operating system issues 24X7.
15	Provides expertise for establishing, auditing, & evaluating physical & network security for MARCS' electronic resources & assets: designs comprehensive plans, policies, procedures & proposals to implement necessary security mechanisms; proactively maintains currency with industry trends by reading & comprehending technical manuals, publications, & white papers; designs, implements & maintains security, global naming conventions among multiple servers, disaster recovery plans to maintain data integrity, transaction tracking, disk mirroring, disk duplexing, redundant servers & automated tape backup; installs & maintains network, hubs, routers, switches & remote access servers to better utilize network & eliminate slowdowns; implements & maintains wireless remote LAN nodes & dial-up workstations.	Knowledge of 1, 2, 3, 4, 5, 6*, 7. Skill in 8, 9, 10, 11, 12, (17) use of diagramming software tools (e.g., Visio*). Ability to 13, 14, 15, 16 (18) communicate effectively with staff & customer base.
10	Provides technical support to lower-level MARCS technologists: acts as security specialist or assists in developing security policies & procedures; maintains state-of-the-art awareness of current vendor offerings & standards; attends training to retain network certification; confers with MARCS training officer in order to produce training materials or evaluate courses for distribution; facilitates network training courses; provides training & guidance to other team members.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, (19) industry security publications/trends. Skill in 8, 9, 10, 11, 12. Ability to 13, 14, 15, 18, (20) instruct students/staff via lesson plans.
		*developed after employment

JOB CODE TITL
Network Administrator 3

JOB CODE
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Apd 9-12-07 CB

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10	Reviews hardware & software options: evaluates hardware & software products & makes purchase recommendations; prepares reports for long-range plan; assists in preparing budget for network operations; assists supervisor in design of new network, wiring plans, equipment purchases & related functions; coordinates all activity with Data Systems Administrator or MARCS technologists. Attends industry seminars & conferences; provides quality change management documentation for all hardware & software activities; manages documents, maintains, audits & recommends necessary licenses for hardware & software.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*. Skill in 8, 9, 10, 11, 12 Ability to 13, 14, 15 <u>Position Specific Minimum Qualifications</u> 18 mos. exp. implementing & maintaining network hardware, software & network operating systems for first responder wireless communication infrastructure. 18 mos. exp. maintaining & upgrading network operating systems (e.g., Microsoft Active Directory, Enterprise Solaris Server, & IBM/AIX)
	Must submit to & pass personal background check & works as essential employee.	*developed after employment

JOB CODE TITLE
Network Administrator 3

Rpd 9-12-07 CB

JOB CODE
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