

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
SDD/Unified Network - MARCS

POSITION NUMBER
20006398 (41717.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Network Administration Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006361 Data Systems Manager

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>Designs, plans, optimizes, implements, & maintains Multi-Agency Radio Communication System (MARCS) computer network & internet-working services (e.g., sets up hardware; installs network cards, cabling, hubs, concentrators, software, routers, switches, bridges, modems, CSU/DSUs, repeaters, remote access servers); supervises (e.g., directs work, approves time & attendance, completes performance evaluations, sets goals, recommends hiring, promotion, demotion, dismissal, suspension or discipline) network customer support team engaged in design, implementation, operation & maintenance of MARCS computer network; installs, configures & maintains network & server software & operating systems (e.g., Active Directory, Windows 2000/NT, Solaris, WINS, DNS, EMC San, UNIX, IBM AIX, Solaris, HP Openview, Remedy, Remisys); creates equipment specifications; configures network servers; coordinates hardware installation &/or activities with data archival specialist/team & other personnel; provides documentation on all changes; maintains licenses for hardware & software; documents & communicates problems to MARCS management, team members &/or Network Operations Center regarding solutions; responds to infrastructure software/hardware/network related issues 24 hours/day, 7 days/week which requires standby, overtime or call back; may be required to carry cell phone or wear pager.</p>	<p>Knowledge of (1) first responder radio communications network systems; (2) computer science; (3) computer network hardware (e.g., routers, switches, bridges, modems, CSU/DSU, repeaters, remote access servers), software & operating systems (e.g., Active Directory, Windows 2000/NT, Solaris, WINS, DNS, EMC San, UNIX, IBM AIX, Solaris, HP Openview, Remedy, Remisys); (4) network administration; (5) employee training & development; (6) supervisory principles & techniques; (7) Open System Interconnection Model; (8) Project Management; Skill in (9) operation of personal computer & associated hardware/software; Ability to (10) comprehend & discuss large number of technical variables & determine course of action; (11) cooperate with co-workers on group projects; (12) maintain network security; (13) resolve complaints from network users; (14) carry cell phone or wear pager; (15) respond to system issues 24X7.</p>
20	<p>Provides expertise for establishing, auditing & evaluating physical & network security for MARCS electronic resources & assets: designs comprehensive plans, policies, procedures & proposals for implementing necessary security mechanisms & communicates security information to customers; installs & tests security software (e.g., patch management & anti-virus server & client configurations); designs, implements & maintains global naming conventions among multiple servers.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 14, 15.</p>

JOB CODE TITLE
Network Administration Supervisor

JOB CODE
67135

List Position Numbers & Titles of Positions Directly Supervised:

20006362 (41614.0) NAI 20006364 (41618.0) NA 1
20006363 (41616.0) ITC 1 20006368 (41626.0) NA 3

SIGNATURE OF AGENCY REPRESENTATIVE

George F. Wood

DATE

11-21-08

Repd 11-23-07 CB

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10	Performs other related duties as required: proactively stays current with industry trends by reading & comprehending technical manuals, publications & white papers; keeps team members & other MARCS staff informed on research & development in new technologies; provides training & guidance to other team members.	Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 9 Ability to 10, 11, 12, 13.
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Must submit to & pass personal background check & works as essential employee.

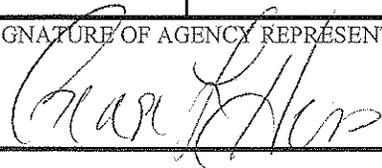
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DATE

11-8-07

Apd 11-23 07CB