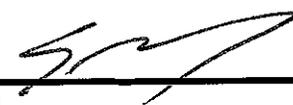


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505340
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Network Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006416 JOB CODE 67136	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 am TO: 4:00 pm Report in location subject to change			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Responsible for overall design, maintenance & implementation of secured network architecture (e.g., firewalls, user authorization systems, virtual private networks, intrusion detection systems, high availability systems, load balancers); oversees daily operations of call center activities, manages supervisors responsible for Tier 2/3 infrastructure network support in Unified Network Services (UNS) Call Center responsible for voice, data communications & security services for multiple agencies, boards & commissions; administers network services in large production environment (i.e., more than 500 remote locations) network that includes data circuits such as T1, DS3, OC3, Metro Ethernet & network equipment (e.g., switches, routers, firewalls); supervises network security personnel (i.e.; reviews network functioning, procedures & documentation, monitors work in progress, orients & trains new staff & recommends training seminars & classes for staff); assists staff in resolving difficult networking problems & answers technical questions; establishes & enforces Infrastructure Services Division's (ISD) network unit policies & procedures; conducts staff meetings; prepares ISD network unit budget & participates in long-range planning; assigns & prioritizes projects & tasks; ensures patches & upgrades are installed & appropriate security is maintained; member of UNS Change Advisory Boards to ensure appropriate change management procedures; Establishes & enforces unit policies & procedures; maintains communications with customer contacts; responds to customer inquiries & requests for information; supports equipment running critical network applications which reside in a secure environment & have high level security & availability requirements & makes recommendations regarding system architecture; evaluates network security requirements & makes recommendations & oversees implementation of appropriate security settings; acts as a liaison to other technical sections & departments; responds to network emergencies 24 hrs/day, 7 days/week; is required to wear pager or carry cell phone.	Knowledge of (1) budgeting; (2) computer network hardware, software, operating systems & procedures; (3) design, maintenance & implementation of large (i.e., more than 100 remote locations) networks; (4) employee training & development; (5) supervision principles; (6) design, maintenance & implementation of networks that includes data circuits such as 56K, T1, DS3; (7) network equipment including routers & switches; Skill in (8) operation of computer terminal & peripherals; Ability to (9) deal with many variables & determine specific action; (10) cooperate with co-workers on group projects; (11) establish friendly atmosphere as supervisor of work unit; (12) define problems, collect data, establish facts & resolve technical problems; (13) obtain & maintain valid Ohio driver's license; (14) respond to network emergencies on 24X7 basis; (15) carry pager or cell phone as required.	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/29/13

JOB CODE TITLE
 Network Administration Manager

Apd 6/26/13 PPM

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505340

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Network Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006416

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:00 am

TO: 4:00 pm

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	<p>Supports ISD local area network (LAN) connections into wide area network (WAN) router-based & switch-based network services; manages installation & configuration of network hardware & software; manages installation, monitoring & maintenance of network links; manages design, implementation & maintenance of network security measures; manages installation & configuration of network software; provides after hour (outside of Call Center normal hours of operations) on call support on a weekly basis for standby engineers and supports escalated or critical (production down) network outages; maintains state-of-the-art awareness of current vendor network offerings, standards, industry best practices (i.e., ITIL V3 Foundation for IT Service Management, Gardner); evaluates networking courses; cooperates with network management & support teams for inter-divisional connectivity solutions; attends networking seminars & conferences; participates in Multi-State Information Sharing and Analysis Center (MS-ISAC) to enforce cyber threat prevention, protection and response and recovery throughout the state of Ohio; reviews & evaluates networking hardware, security & software products; manages upgrades with other network & technical personnel; acts as liaison to Department of Administrative Services, IT Services and/or other departments and/or agencies, boards, commissions for linking or sharing computer & communications equipment.</p>	<p>Knowledge of 1, 2, 3, 4, 6, 7 Skill in 8. Ability to 9, 10, 12, 14, 15</p>

JOB CODE TITLE
Network Administration Manager

Apr 6/26/13

JOB CODE
67136

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

6/24/13