

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	<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 20006384 Data Systems Administrator
	<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:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 am TO: 4:00 pm Report in location subject to change			

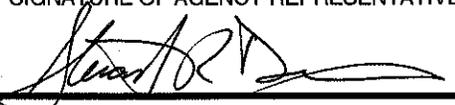
JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Responsible for overall design, maintenance & implementation of secured network architecture (e.g., firewalls, user authorization systems, virtual private networks, intrusion detection systems, 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.

JOB CODE 67136	List Position Numbers & Job Titles of Positions Directly Supervised: 20006419 Infrastructure Specialist 4 20006426 Data Systems Mgr 20006423 (Vacant) 20006404 Tele Network Sup 20006432 Infrastructure Specialist 3 20006434 (Vacant)	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/11/10
	JOB CODE TITLE Network Administration Manager		<i>And Shilo Pm</i>

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	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	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.	Knowledge of 1, 2, 3, 4, 6, 7 Skill in 8. Ability to 9, 10, 12, 14, 15 <u>Position Specific Minimum Qualifications</u> 48 mos. exp. designing, maintaining & implementing large scale networks (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); 48 mos. exp. maintaining network equipment including routers & switches.

JOB CODE 67136 JOB CODE TITLE Network Administration Manager <i>apd 4/10/10 psm</i>	List Position Numbers & Job Titles of Positions Directly Supervised: 20006419 Infrastructure Specialist 4 20006426 Data Systems Mgr 20006423 (Vacant) 20006404 Tele Network Sup 20006432 Infrastructure Specialist 3 20006434 (Vacant)	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/11/10
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