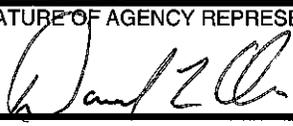


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505340
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Network Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006426 JOB CODE TITLE Network Administration Supervisor JOB CODE 67135 <i>apd 9/30/11 psm</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006416 Network Administration Manager	
	<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 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Provides expertise for establishing, auditing & evaluating physical & network security for UNS 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.	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in: 10 Ability to: 11, 12, 13, 14, 15.	
	15	Performs other related duties as required: proactively stays current with industry trends by reading & comprehending technical manuals, publications & white papers; keeps team members & other UNS staff informed on research & development in new technologies; provides training & guidance to other team members.	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8 Skill in: 10 Ability to: 11, 12, 13.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
	20006392 Info Tech 2 20006423 INF 3 20006407 INF 1 20006425 INF 3 20006408 INF 1		DATE 10/3/11	