

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

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006416 Network Administration Manager

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: 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.

JOB CODE TITLE
Network Administration Supervisor

JOB CODE
64131
apd 6/22/11 PM

List Position Numbers & Job Titles of Positions Directly Supervised:

20006417 INF3 20006407 INF1
20006425 INF3 20006405 INF1
20006429 INF1

SIGNATURE OF AGENCY REPRESENTATIVE



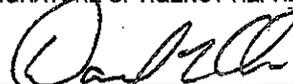
DATE

6-22-11

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	<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 1 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
60	Designs, plans, optimizes, implements, & maintains voice & data communications & security services for multiple state agencies, boards & commission: supervises Tier 2 & Tier 3 personnel in Unified Network Services (UNS) Network Operations Center (NOC); oversees daily operations of NOC activities, computer network & internetworking services (e.g., sets up hardware, installs network cards, cabling, hubs, concentrators, software, routers, switches, bridges, modems, CSU/DSUs, repeaters, remote access servers); directs work, approves time & attendance, completes performance evaluations, sets goals, recommends hiring, promotion, demotion, dismissal, suspension or discipline; directs network customer support team engaged in design, implementation, operation & maintenance of agency, boards & commissions computer network; installs, configures & maintains network & server software & operating systems (e.g., Windows 2000/NT, WINS, DNS, Cisco IOS, RSA, SolarWinds, HP NNMi, Numara Footprints); 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 UNS management, team members &/or Planning & Engineering Group regarding solutions; responds to infrastructure software/hardware/network related issues 24 x 7; may be required to carry cell phone or wear pager; provides after hour on call support on a weekly basis for standby engineers & supports escalated or critical production down network outages.	Knowledge of (1) computer science; (2) telecommunications network systems; (3) computer network hardware (e.g., routers, switches, bridges, modems, CSU/DSU, repeaters, remote access servers); (4) software & operating systems (e.g., Windows 2000/NT, WINS, DNS, Cisco IOS, RSA, SolarWinds, HP NNMi, Numara Footprints); (5) network administration; (6) employee training & development; (7) supervisory principles & techniques; (8) Open System Interconnection Model; (9) Project Management concepts; Skill in (10) operation of personal computer & associated hardware/software; Ability to (11) comprehend & discuss large number of technical variables & determine course of action; (12) cooperate with co-workers on group projects; (13) maintain network security; (14) resolve complaints from network users; (15) carry cell phone or wear pager; (16) respond to system issues 24X7.

List Position Numbers & Job Titles of Positions Directly Supervised: 20006417 INF3 20006407 INF1 20006425 INF3 20006405 INF1 20006429 INF1	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/22/11
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JOB CODE TITLE
 64131 *apd 6/22/11 psm*
 Network Administration Supervisor