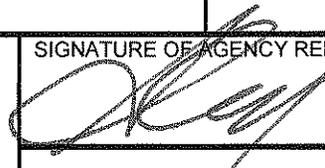
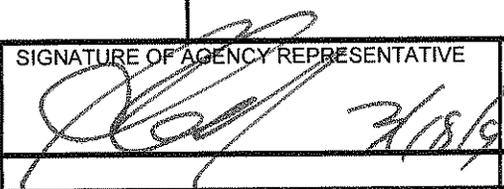


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505280
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Windows System Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006452	<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 Network Administrator 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006461 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 & subject to overtime/call back 24X7			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
JOB CODE TITLE Network Administrator 3	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
JOB CODE 67133	45	Designs, implements, & maintains mission critical Microsoft Exchange & Windows 2003 or newer systems for assigned agencies requiring high-level of reliability & availability in order to meet customer Service Level Agreement (SLA) objectives: evaluates server hardware & software & designs Windows configurations for assigned agency customers; configures, installs & maintains Windows servers within MS Active Directory environment for complex systems including load balancing, clustering, N-tier architectures & high security for secured server environment; designs, implements & maintains security for Windows systems & data backup/recovery plans; responsible for implementation & management of monitoring tools; administers (e.g., designs, configures, maintains) & supports applications managed by the Office of Information Technology (OIT), Windows Systems Services (WSS) Group (e.g., Microsoft Exchange, e-mail archival, gateway anti-virus, anti-spam products); designs, creates, & maintains custom scripts & produces reports for management & customers; installs, configures & maintains related software products used for anti-virus, anti-spam, backup/recovery, patch management, security monitoring, & reporting (e.g., Lotus Notes, Microsoft Exchange, Active Directory, Windows operating systems, Macintosh, Unix); provides Windows technical support & resolves complex or recurrent Windows system problems for customers; responds to production down & related issues 24 hours/day, 7 days/week, 365 days/year which requires call back, overtime, standby or on-call; may be required to carry cell phone or wear pager.	Knowledge of (1) Windows 2003 or newer systems; (2) Windows configurations (e.g., load balancing, clustering, & 3-tier architectures); (3) disaster recovery planning; (4) server data backup/recovery using Tivoli Storage Manager; (5) customer service; (6) Microsoft web services; (7) Microsoft Exchange administration & software (8) anti-virus/anti-spam products; Skill in (9) operation of personal computer & associated hardware & software (e.g., Lotus Notes, Microsoft Exchange, Active Directory, Windows operating systems, Macintosh, Unix); (10) installing, configuring & working with Active Directory; (11) designing, creating & supporting custom scripts (e.g., Visual Basic, Windows Script Host); (12) configuring & administering gateway anti-virus/anti-spam software; Ability to (13) relate Macintosh & UNIX systems to Windows systems; (14) define problems, collect data, establish facts & solve technical issues; (15) recognize data security threats & take appropriate action; (16) interpret extensive variety of technical material in books, journals & manuals; (17) respond to production down & related issues on 24X7 basis; (18) security environments.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
			3/15/19	

Appd 3-20-09 CB

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505280
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Windows System Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006452	<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 Network Administrator 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006461 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 & subject to overtime/call back 24x7			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	35	Works closely with Network Administration Supervisor on design, implementation & maintenance) of Windows systems, Active Directory structure, DNS, WINS, SSL, IIS, & Windows security environments; assists supervisor in the design of new system/server configurations & related functions; reviews Windows hardware & software options; evaluates hardware & software products & makes purchase recommendations; evaluates, implements, & maintains tools for streamlining processes & procedures; provides documentation for processes & procedures; analyzes data & reports on findings.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9, 10, 11, 12 Ability to 13, 14, 15, 16, 17, 18	
	20	Provides support to users via phone or direct interaction: provides presentations &/or seminars to customer agencies; maintains high-level documentation; maintains state-of-the-art awareness of current vendor offerings & standards related to the Windows environment.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9, 10, 11 Ability to 13, 14, 15, 16, 17. <u>Position Specific Minimum Qualifications</u> 6 mos. exp. with Microsoft Exchange administration; 6 mos. exp. configuring & administering gateway anti-virus/spam software.	
JOB CODE TITLE Network Administrator 3	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 67133			DATE 3/18/9	

Appl 3-20-09 CB