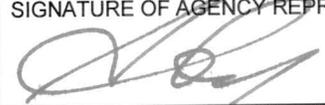


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505280
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Windows Systems	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006461	<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 Administration Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006460 Information Technology Manager 2	
	<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 22  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 pm			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
70	Manages & administers (e.g., designs, implements, maintains, operations) the Infrastructure Services Division Lotus Notes & Microsoft Exchange services in a multi-server configuration; ensures system is operational 24X7 which requires response to system issues 24 hours/day, 7 days/week, 365 days/year; supervises lower-level staff (e.g., approves leave, prepares schedules, evaluates work performance, initiates discipline when necessary); may be required to carry cell phone or wear pager; reviews software functionality, section procedures & documentation; monitors work in progress; assigns & prioritizes tasks & projects; assists staff in resolving difficult problems; oversees the design, implementation & maintenance of the DAS/OIT Exchange Service that includes a complex multi-server Microsoft Exchange Server environment, complex multi-server anti-virus/spam services configuration, multi-server e-mail archiving service; answers technical questions regarding Microsoft Exchange automated mailing lists, Active Directory, Windows servers & Lotus Notes; oversees the design, implementation & maintenance of security for Windows systems & data backup/recovery plans; oversees implementation & management of monitoring tools in relation to the DAS/OIT Exchange Services; oversees, designs, creates & maintains custom scripts and production of reports for management & customers; manages (e.g., oversees installation, configuration, maintenance) related software products used for anti-virus, anti-spam, backup/recovery, monitoring, & reporting; establishes & enforces unit policies, standards, procedures; conducts staff meetings; prepares unit budget & participates in long range planning; evaluates & purchases necessary software & software upgrades; maintains state-of-the-art awareness of current vendor offerings & standards; attends seminars & conferences; acts as liaison to other technical sections & departments.	Knowledge of (1) Windows Server operating system, Windows server management & server maintenance procedures; (2) Lotus Notes & Microsoft Exchange software & software management procedures in a multi-server configuration; (3) budget preparation & long range planning; (4) networking components & protocols; (5) agency purchasing procedures*; (6) Windows server management; (7) project management; (8) supervisory principles & techniques; (9) budgeting;(10) employee training & development; Skill in (11) operation of personal computer and associated hardware & software (e.g., Lotus Notes, Microsoft Exchange, Active Directory & Windows operating systems); (12) managing & configuring gateway anti-virus/spam software; Ability to (13) manage multiple projects; (14) comprehend & discuss large number of technical variables & determine course of action; (15) cooperate with co-workers on group projects; (16) resolve complaints from network users; (17) establish friendly atmosphere as supervisor; (18) carry cell phone or wear pager; (19) diagnose & resolve system problems promptly to minimize down time.		
JOB CODE 67136	List Position Numbers & Job Titles of Positions Directly Supervised: 20006452 Network Administrator 3    20006464 Network Administrator 3 20006462 Systems Analyst 1    20072369 Network Administrator 3 20006463 Systems Analyst 1		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 3/24/9	

Apd 3-31-09 CB

