

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE ISD/Window Systems Services

POSITION NUMBER 20006469 (41850.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Network Administration Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006460 (41840.0) Information Technology Manager 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Supervises computer personnel engaged in design, implementation & maintenance of computer networks & internetworking services; manages technical staff responsible for administration of Windows servers in large (i.e., 50+ servers) production environment with high availability requirements; administers & configures Windows servers in 24X7 enterprise environment including load balancing, clustering, 3-tier architectures & high security for secured server environment; assigns & prioritizes projects & tasks; monitors work in progress; establishes procedures, policies & standards; ensures patches & upgrades are installed & appropriate security is maintained; assists staff in resolving difficult problems & answers technical questions regarding Windows management & related issues; establishes & enforces unit policies & procedures; conducts staff meetings; prepares section budget & participates in long-range planning; maintains communications with customer contacts; responds to customer inquiries & requests for information; supports servers running critical web applications which reside in secure server environment & have high security & availability requirements mandated by Service Level Agreements; reviews customer requirements & makes recommendations regarding system architecture; evaluates server security requirements & oversees implementation of appropriate security settings; responsible for pro-active monitoring & reporting; manages complex storage & backup recovery systems (e.g., fiber attached RAID disk solutions, redundant backup offsite solutions); responds to related issues on 24-hour/day, 7-day/week, 365-day/year basis which may require overtime, on-call &/or call-back.	Knowledge of (1) budgeting (2) inventory control; (3) managing technical staff responsible for administration of Windows servers in large (i.e., 50+ servers) production environment with high availability requirements; (4) workforce planning; (5) administering & configuring Windows servers in 24X7 enterprise environment including load balancing, clustering, 3-tier architectures & high security for secured server environment; (6) supervision principles; (7) agency policies & procedures*; (8) interviewing techniques; (9) electronic data processing systems (e.g., Windows server administration, security, networking); (10) computer science; Skill in (11) operation of a personal computer & associated hardware/software (e.g., Windows); (12) managing complex storage & backup recovery systems (e.g., fiber attached RAID disk solutions, redundant backup offsite solutions); Ability to (13) define problems, collect data, establish facts & draw valid conclusions; (14) apply principles to solve practical, everyday problems; (15) interpret a variety of technical material in books, journals & manuals; (16) respond to system issues 24X7.

*developed after employment

JOB CODE 67136	List Position Numbers and Class Titles of Positions Directly Supervised: 20006465 (41845.0) SA2 20006473 (41856.0) NA2 20006470 (41852.0) NA3 20075573 NA3 20006471 (41853.0) NST3 20075574 NA3 20006472 (41854.0) NA3 20073965 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/17/08
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POSITION NUMBER
20006469 (41850.0)

JOB CODE TITLE
Network Administration Manager

Apd 8/28/08CB

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Window Systems Services

POSITION NUMBER
20006469 (41850.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Network Administration Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006460 (41840.0) Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)

8:00 a.m. - 5:00 p.m. & subject to overtime/call back 24X7

Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Responsible for design, setup, configuration & management of Windows servers owned by customer agencies: assists staff with configuration & installation of servers, server security, documentation, disk configuration, backups, network connectivity, redundancy, operating system upgrades, software patches & service packs; assists staff in troubleshooting & resolving server problems & customer issues; assists customers in selecting appropriate hardware configurations; produces management reports.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Skill in 11 Ability to 13, 14, 15, 16.
10	Performs other related duties as needed: cooperates with technical staff from other work areas for inter-divisional or enterprise-wide solutions; maintains state-of-the-art awareness of current vendor offerings & standards; attends seminars & conferences; reviews/evaluates new Windows servers & software; acts as liaison to other technical sections & departments. Must submit to & pass personal background check & works as essential employee.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Skill in 11 Ability to 13, 14, 15. <u>Position Specific Minimum Qualifications</u> 36 mos. administering & configuring Windows servers in 24X7 enterprise environment including load balancing, clustering, 3-tier architectures & high security for secured server environment; 36 mos. exp. managing technical staff responsible for administration of Windows servers in large (i.e., 50+servers) production environment with high availability requirements; 24 mos. exp. managing complex storage & backup recovery systems (e.g., fiber attached RAID disk solutions, redundant backup offsite solutions). *developed after employment

JOB CODE TITLE
Network Administration Manager

JOB CODE
67136
Apr 8-28-08 CB

List Position Numbers and Class Titles of Positions Directly Supervised:
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 20006470 (41852.0) NA3 20075573 NA3
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SIGNATURE OF AGENCY REPRESENTATIVE


DATE
8/14/08