

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Computing

POSITION NUMBER
20006470 (41852.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Network Administrator 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006469 (41850.0) Network Administration Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & Subject to Call Back 24x7

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Designs, implements, & maintains mission critical Windows 2000-2003 systems for assigned agencies requiring high level of reliability & availability in order to meet customer SLA (Service Level Agreement) 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, 3-tier architectures & high security for secured server environment; designs, implements & maintains security for Windows systems & data backup/recovery plans using Tivoli Storage Manager; implements & monitors system monitoring tools ; designs, creates, & maintains custom scripts used with system monitoring software; produces reports for management & customers; installs, configures & maintains related software products used for anti-virus, backup/recovery, patch management, security monitoring, & reporting; 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.	Knowledge of (1) Windows 2000-2003 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; Skill in (7) operation of microcomputers, local area networks & peripheral equipment; (8) installing, configuring & setting up Active Directory; (9) designing, creating & supporting custom scripts (e.g., Visual Basic, Windows Script Host); Ability to (10) relate Macintosh & UNIX systems to Windows systems; (11) define problems, collect data, establish facts & solve technical issues; (12) recognize data security threats & take appropriate action; (13) interpret extensive variety of technical material in books, journals & manuals; (14) respond to production down & related issues on 24X7 basis; (15) security environments.

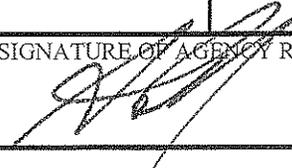
JOB CODE TITLE
Network Administrator 3

JOB CODE
67133

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/27/08

Apd 8-13-08CB

POSITION DESCRIPTION

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
35	Works closely with Network Administration Supervisor on design, implementation & maintenance of Windows 2000-2003 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 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15
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 2000-2003 environment.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15
Must submit to & pass personal background check & works as essential employee.		<u>Position Specific Minimum Qualifications</u> 24 mos. exp. supporting Windows 2000-2003 systems; 12 mos. exp. installing, configuring, & setting up Active Directory; 24 mos. exp. in server data backup/recovery using Tivoli Storage Manager; 24 mos. exp. supporting Microsoft web services; 24 mos. exp. designing, creating & supporting custom scripts (e.g., Visual Basic, Windows Script Host).

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/28/08

POSITION NUMBER
20006470 (41852.0)

JOB CODE TITLE
Network Administrator 3

JOB CODE
67133

Appd 8-13-08 CB