

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Service Delivery Division

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 Network Administration Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Designs, implements, & maintains mission critical Windows 2003 or newer 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, 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; designs, creates, & maintains custom scripts & 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.</p>	<p>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; Skill in (7) operation of microcomputers, local area networks & peripheral equipment; (8) installing, configuring & working with 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.</p>

POSITION CONTROL NUMBER
20075573

CLASS TITLE
Network Administrator 3

CLASS NUMBER
67133

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregg L. [Signature]

3-19-08

add 4-3-08 cl

