

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	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.	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.

POSITION CONTROL NUMBER
20075574

CLASS TITLE
Network Administrator 3

CLASS NUMBER
67133

April 4-3-08 CLK

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

3-19-08

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Office of Information Technology
		DIVISION OR INSTITUTION Service Delivery Division
		UNIT OR OFFICE Service Delivery Division

POSITION NUMBER 20075574	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> 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.			Page 2 of 2
	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 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 environment.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15 <u>Position Specific Minimum Qualifications</u> 24 mos. exp. supporting Windows 2003 or newer systems; 12 mos. exp. installing, configuring, & working with Active Directory;	
CLASS TITLE Network Administrator 3		Must submit to & pass personal background check & works as essential employee.		
CLASS NUMBER 67133	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 3/19/08	

apd 4-3-08 ak