

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Unified Network - MARCS

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  
41610.0 Information Technology Manager 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m. & subject to call back 24X7

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Designs, implements &amp; maintains network hardware, software &amp; network operating systems for first responder wireless communications infrastructure within Multi-Agency Radio Communication System (MARCS) Program on behalf of Information Technology Service Delivery Division: evaluates network hardware &amp; software &amp; designs network configurations; sets up hardware (e.g., Cisco PIX Firewalls, routers, LAN switch with route switch module, remote access routers, Wireless Access Points, DACS); installs network cards, cabling, hubs, concentrators &amp; Token Ring multistation access units; installs &amp; tests software (e.g., Cisco Works, Microsoft WINS, DHCP, Oracle Server, Cisco VPN, Cisco Wireless, HP Open View, Remedy); configures network server; installs network user software component; maintains physical links; administers client server &amp; multi-media technologies along with peer-to-peer networks; designs, implements &amp; maintains security; ensures WAN security; monitors WAN traffic &amp; errors &amp; takes appropriate corrective action; coordinates hardware installation &amp;/or activities with data archival specialists/team &amp; other personnel involved in maintaining computer network; provides technical expertise to Data Systems Administrator &amp; provides help desk tiered support for lower-level technologists; provides guidance, expertise, &amp; knowledge during problem resolution or new network endeavors for MARCS networking &amp; telecommunications infrastructure; resolves complex or recurrent network problems; maintains &amp; upgrades network operating systems (i.e., Microsoft Active Directory, Enterprise Solaris Server, IBM/AIX); responds to network hardware, software &amp; network operating system issues 24 hrs/day, 7-days/week, 365-days/year, which requires call back within defined response time &amp;/or overtime according to Service Level Agreements for each customer.</p>	<p>Knowledge of (1) designing, implementing &amp; maintaining network hardware, software &amp; network operating systems for first responder wireless communication infrastructure; (2) networking (e.g., TCP/IP, SMTP, VPN, IPSEC, VLAN, WAN, Access List, NAT/PAT, IP Translation); (3) hardware (e.g., Cisco PIX Firewalls, Routers, LAN Switch with route switch module, remote access routers, Wireless Access Points, DACS); (4) operating systems (i.e., Microsoft Active Directory, Enterprise Solaris Server, IBM/AIX); (5) computer science; (6) agency policies &amp; procedures*; (7) government structure &amp; process*.</p> <p>Skill in (8) maintaining &amp; upgrading network operating systems (i.e., Microsoft Active Directory, Solaris Server, IBM/AIX). (9) installation &amp; testing of network related software (e.g., Cisco Works, Microsoft WINS, DHCP, Oracle Server, Cisco VPN, Cisco Wireless, HP Open View, Remedy); (10) use of electronic testing equipment (e.g., protocol analyzer, line analysis computer); (11) configuration &amp; management of network hardware &amp; software; (12) operation of computer &amp; peripheral equipment.</p> <p>Ability to (13) define problems, acquire traces, update, configure &amp; implement fixes; (14) comprehend &amp; discuss large number of technical variables &amp; determine course of action; (15) cooperate with</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER  
41626.0

CLASS TITLE  
Network Administrator 3

CLASS NUMBER  
67133

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Mounts*

3/2/06

App 3-8-06 CB

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Provides expertise for establishing, auditing, & evaluating physical & network security for MARCS' electronic resources & assets: designs comprehensive plans, policies, procedures & proposals to implement necessary security mechanisms; proactively maintains currency with industry trends by reading & comprehending technical manuals, publications, & white papers; designs, implements & maintains security, global naming conventions among multiple servers, disaster recovery plans to maintain data integrity, transaction tracking, disk mirroring, disk duplexing, redundant servers & automated tape backup; installs & maintains network, hubs, routers, switches & remote access servers to better utilize network & eliminate slowdowns; implements & maintains wireless remote LAN nodes & dial-up workstations.	co-workers on group projects; (16) responds to network hardware, software & network operating system issues 24 hrs/day, 7-days per week, 365-days/year which requires call back within defined response time &/or overtime according to Service Level Agreements for each customer.  Knowledge of 1, 2, 3, 4, 5, 6*, 7. Skill in 8, 9, 10, 11, 12, (17) use of diagramming software tools (e.g., Visio*). Ability to 13, 14, 15, 16 (18) communicate effectively with staff & customer base.
10	Provides technical support to lower-level MARCS technologists: acts as security specialist or assists in developing security policies & procedures; maintains state-of-the-art awareness of current vendor offerings & standards; attends training to retain network certification; confers with MARCS training officer in order to produce training materials or evaluate courses for distribution; facilitates network training courses; provides training & guidance to other team members.	Knowledge of 1, 2, 3, 4, 5, 6*, 7*, (19) industry security publications/trends. Skill in 8, 9, 10, 11, 12. Ability to 13, 14, 15, 18, (20) instruct students/staff via lesson plans.  *developed after employment

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CLASS TITL  
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Apd 3-8-04 CB

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10	<p>Reviews hardware &amp; software options: evaluates hardware &amp; software products &amp; makes purchase recommendations; prepares reports for long-range plan; assists in preparing budget for network operations; assists supervisor in design of new network, wiring plans, equipment purchases &amp; related functions; coordinates all activity with Data Systems Administrator or MARCS technologists. Attends industry seminars &amp; conferences; provides quality change management documentation for all hardware &amp; software activities; manages documents, maintains, audits &amp; recommends necessary licenses for hardware &amp; software.</p> <p>Must submit to &amp; pass State Highway Patrol background investigation &amp; works as essential employee.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6*, 7*. Skill in 8, 9, 10, 11, 12 Ability to 13, 14, 15</p> <p><u>Position Specific Minimum Qualifications</u></p> <p>18 mos. exp. designing, implementing &amp; maintaining network hardware, software &amp; network operating systems for first responder wireless communication infrastructure;</p> <p>18 mos. exp. maintaining &amp; upgrading network operating systems (e.g., Microsoft Active Directory, Enterprise Solaris Server, &amp; IBM/AIX).</p> <p>*developed after employment</p>

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