100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Unified Network: Network Operations

POSITION CONTROL NUMBER
41750.0

CLASS TITLE
Network Administration Manager

CLASS NUMBER
67136

☒ 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
41740.0 Data Systems Assistant Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. On call 24 hours, 7 days per week

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
70	Responsible for overall design, maintenance & implementation of large (i.e., more than 100 remote locations) network that includes data circuits such as 56K, T1, DS3, Ethernet & network equipment (e.g., switches & routers): supervises technical computer network support personnel (e.g, reviews network functioning, procedures & documentation; monitors work in progress; orients & trains new staff & recommends training seminars/classes for staff); assists staff in resolving difficult networking problems & answers technical questions; establishes & enforces Service Delivery Division's (SDD) network unit policies & procedures; conducts staff meetings; prepares SD network unit budget & participates in long-range planning; as essential employee, responds to network emergencies on 24X7 basis which may require wearing pager or carrying cell phone.	Knowledge of (1) budgeting; (2) computer network hardware, software, operating systems & procedures; (3) design, maintenance & implementation of large (i.e., more than 100 remote locations) networks; (4) employee training & development; (5) supervision principles; (6) design, maintenance & implementation of networks that includes data circuits such as 56K, T1, DS3; (7) network equipment including routers & switches; Skill in (8) operation of computer terminal & peripherals; Ability to (9) deal with many variables & determine specific action; (10) cooperate with co-workers on group projects; (11) establish friendly atmosphere as supervisor of work unit; (12) define problems, collect data, establish facts & resolve technical problems; (13) obtain & maintain valid Ohio driver's license; (14) respond to network emergencies on 24X7 basis; (15) carry pager or cell phone as required.
10	Supports SDD local area network (LAN) connections into wide area network (WAN) router-based & switch-based network services: manages installation & configuration of network hardware & software; manages installation, monitoring & maintenance of network links; manages design, implementation & maintenance of network security measures; manages installation & configuration of network software.	Knowledge of 1, 2, 3, 4, 6, 7 Skill in 8. Ability to 9, 10, 12, 14, 15

List Position Numbers and Class Titles of Positions Directly Supervised:

41751.0 ITC1	41756.0 ITC2	41773.0 SA1
41752.0 ITC2	41757.0 ITC1	41774.0 ITC2
41753.0 ITC2	41758.0 ITC1	41775.0 NST5
41754.0 ITC2	41759.0 ITC1	
41755.0 ITC2	41772.0 DataSecAnl2	

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
10-10-04

Appl 10-20-04 CB

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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10	Monitors network packet traffic to troubleshoot & resolve network problems: performs protocol analysis; troubleshoots network transmission problems; monitors Ethernet & Token Ring network segments of loading, collisions & congestion; installs & maintains WAN monitoring system.	Knowledge of 1, 2, 3, 4, 6, 7 Skill in 8. Ability to 9, 10, 12, 14, 15
10	Maintains state-of-the-art awareness of current vendor network offerings & standards: evaluates networking courses; cooperates with network administrators & support teams for inter-divisional connectivity solutions; attends networking seminars & conferences; reviews & evaluates networking hardware & software products; manages upgrades with other network & computer system personnel; acts as liaison to MIS or other departments for linking or sharing computer & communications equipment.	Knowledge of 1, 2, 3, 4, 6, 7 Skill in 8. Ability to 9, 10, 12, 14, 15
		<u>Position Specific Minimum Qualifications</u> 30 mos. exp. designing, maintaining & implementing large scale networks (i.e., serving more than 100 remote locations) that include data circuits such as 56K, T1, DS3; 30 mos. exp. maintaining network equipment including routers & switches.

List Position Numbers and Class Titles of Positions Directly Supervised:

41751.0 ITC1	41756.0 ITC2	41773.0 SA1
41752.0 ITC2	41757.0 ITC1	41774.0 ITC2
41753.0 ITC2	41758.0 ITC1	41775.0 NST5
41754.0 ITC2	41759.0 ITC1	
41755.0 ITC2	41772.0 DataSecAnl2	

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Apd 10-20-04 CB