

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Technical Services

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  
41850.0 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, &amp; maintains mission critical Windows 2000-2003 systems for assigned agencies requiring high level of reliability &amp; availability in order to meet customer SLA (Service Level Agreement) objectives: evaluates server hardware &amp; software &amp; designs Windows configurations for assigned agency customers; configures, installs &amp; maintains Windows servers within MS Active Directory environment for complex systems including load balancing, clustering, 3-tier architectures &amp; high security for secured server environment; designs, implements &amp; maintains security for Windows systems &amp; data backup/recovery plans using Tivoli Storage Manager; responsible for implementation &amp; management of NetIQ monitoring tools including AppManager &amp; Security Manager; designs, creates, &amp; maintains custom scripts used with NetIQ &amp; produces reports for management &amp; customers; installs, configures &amp; maintains related software products used for anti-virus, backup/recovery, patch management, security monitoring, &amp; reporting; provides Windows technical support &amp; resolves complex or recurrent Windows system problems for customers; responds to production down &amp; 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 2000-2003 systems; (2) Windows configurations (e.g., load balancing, clustering, &amp; 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 &amp; peripheral equipment; (8) installing, configuring &amp; setting up Active Directory; (9) designing, creating &amp; supporting custom scripts (e.g., Visual Basic, Windows Script Host); Ability to (10) relate Macintosh &amp; UNIX systems to Windows systems; (11) define problems, collect data, establish facts &amp; solve technical issues; (12) recognize data security threats &amp; take appropriate action; (13) interpret extensive variety of technical material in books, journals &amp; manuals; (14) respond to production down &amp; related issues on 24X7 basis; (15) security environments.</p>

POSITION CONTROL NUMBER  
41852.0

CLASS TITLE  
Network Administrator 3

CLASS NUMBER  
67133

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9-28-05

Apd 10/21/05 CB

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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.  Must submit to & pass personal background check & works as essential employee.	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 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).

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