

# 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 NUMBER  
20006416 (41750.0)

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  
20006391 (41710.0) Telecommunications Network Manager 2

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

Page 1 of 2

## 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 SDD network unit budget & participates in long-range planning; as essential employee, responds to network emergencies on 24X7 basis which requires call back within defined response time &/or overtime according to service level agreement for each customer.	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

JOB CODE TITLE  
Network Administration Manager

*Opd 4-19-07 CB*

JOB CODE  
67136

List Position Numbers and Titles of Positions Directly Supervised:

- |                           |                         |
|---------------------------|-------------------------|
| 20006404 (41730.0) TNSpvr | 20006427 (41761.0) NST4 |
| 20006417 (41751.0) ITC1   | 20006428 (41762.0) NST4 |
| 20006419 (41753.0) ITC2   | 20006432 (41772.0) ITC1 |
| 20006420 (41754.0) ITC2   | 20006433 (41773.0) SA1  |
| 20006423 (41757.0) ITC1   | 20006434 (41774.0) ITC2 |
| 20006425 (41759.0) ITC1   | 20006435 (41775.0) NST5 |
| 20006426 (41760.0) DSMgr. |                         |

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Maunz*

*4/16/07*

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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 Dept. of Administrative Services, IT Services or other departments for linking or sharing computer & communications equipment.	<p>Knowledge of 1, 2, 3, 4, 6, 7 Skill in 8. Ability to 9, 10, 12, 14, 15</p> <p><u>Position Specific Minimum Qualifications</u> 30 mos. exp. designing, maintaining &amp; implementing large scale networks (i.e., serving more than 100 remote locations) that include data circuits such as 56K, T1, DS3;</p> <p>30 mos. exp. maintaining network equipment including routers &amp; switches.</p>

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

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Swartz*

4/14/07

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67136

JOB CODE TITLE  
Network Administration Manager

Apd 4-19-07 CB