



Network Administrator I/II

Class Code:
441,442

DEFINITION

Under direction from the Information Technology Manager, plans, develops and manages the District's local and wide area networks and related systems with responsibility for the design, installation, configuration, maintenance, administration and security of network infrastructure, network and desktop equipment and peripherals and network services and applications; leads, trains, directs, assists and reviews the work of assigned technical staff; assists with the preparation of budgets for network and desktop equipment and supplies, develops specifications and makes recommendations for capital purchases and maintains inventory and warranty records; coordinates and provides end user support and training; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Network Administrator I is the first level in the professional Network Administrator series. Under close to general direction within a framework of established policies and procedures, the incumbent provides functional direction and leadership to technical staff performing specialized technical support and network administration tasks and performs more complex technical and analytical tasks with overall responsibility for the operation and performance of networked systems in a multi-location, multi-platform environment. The incumbent performs a full range of more routine analytical, technical support and lead duties under general direction, while learning to perform the more complex duties of the fully-experienced Network Administrator II under closer direction. Assignments are given in general terms and are subject to frequent review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This class is distinguished from the fully-experienced Network Administrator II which is a working supervisor classification that performs the most difficult and complex network administration work and exercises a higher degree of independent judgment and action. The Network Administrator I and II classifications are flexibly staffed. An incumbent in this classification normally advances to a Network Administrator II after three (3) years at the first level and upon recommendation of the division manager, approval of the department manager and demonstrated proficiency to meet the job requirements of the Network Administrator II classification.

Network Administrator II is a fully experienced, working supervisor classification in the professional Network Administrator series. Under general direction within a framework of established policies and procedures, the incumbent independently performs a full range of routine to highly complex technical and analytical tasks with overall responsibility for the operation and performance of networked systems in a multi-location, multi-platform environment and provides supervision and leadership to technical staff performing specialized technical support and network administration work. Assignments are given in general terms and subject to periodic review usually upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals

This classification is distinguished from the Information Technology Manager class which is a mid-management classification responsible for the planning, direction and management of all staff and operations relative to the District's information technology and systems functions.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, designs, configures and coordinates the installation, administration and maintenance of network system infrastructure, equipment, operating systems, and applications to ensure high performance, integrity and compatibility; and recommends and administers standards, policies and procedures.
- Studies industry trends and innovations and participates in the development of long and short-term goals and objectives for the District's network technology.
- Plans, designs and implements network security, disaster preparedness plans and data backup/storage solutions.
- Works with the Information Technology Manager to prepare budgets for network and desktop equipment and supplies; develops specifications for capital purchases; makes purchase recommendations; and maintains inventory and warranty records.
- Analyzes, evaluates and selects new or replacement software products and upgrades; coordinates or performs testing, implementation and integration.
- Reviews plans, drawings and specifications of new and remodeled facilities to ensure adequacy and proper placement of information technology infrastructure.
- Monitors network operations to identify performance, capacity and utilization issues; directs or performs system tuning for optimum efficiency.
- Directs and provides user support activities, including troubleshooting hardware and software problems, user training, preventive maintenance and repair of network/desktop components and devices and provision of related technical assistance and advice; and resolves more complex network operating problems.
- Directs the work of consultants and technical staff; leads and monitors performance to ensure efficiency and timeliness.
- Participates in a variety of meetings and work groups; serves as liaison and representative regarding network and desktop technology to internal and external groups, vendors and agencies.
- Prepares and presents a variety of studies, reports and correspondence.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in management information systems, computer science or a closely related field; and

Network Administrator I: Four (4) years of progressively responsible experience in network systems design and administration, including experience at a project management level.

Network Administrator II: Three (3) years of full-time experience as a Network Administrator I with the District or its equivalent.

Knowledge, Skills and Abilities:

Thorough knowledge of: principles, methods, techniques and current technologies in network design, security, and administration across multiple platforms; network operating systems, programming languages, utilities and tools; network infrastructure components and equipment, and desktop computer equipment and peripherals; methods and techniques of evaluating and tuning network performance; principles and techniques of work planning and leadership; methods and techniques of project planning, prioritizing and scheduling applicable to information systems; principles and practices of budgeting and purchasing; principles, methods and techniques of effective user support including troubleshooting, training, and technical consultation; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action.

Skill and Ability to: plan, design, configure and coordinate the implementation, administration, and maintenance of complex networked systems; independently identify, evaluate and recommend new technologies and products to meet District needs; develop and implement standards, procedures, and controls; analyze complex technical problems and develop sound conclusions and recommendations; plan, assign, monitor, and provide leadership to the work of others; install, configure, troubleshoot and maintain a variety of network components, computers and peripheral equipment; provide training, technical assistance and consultation to end-users; prepare clear, concise and accurate budgets, reports, analyses, records and correspondence; communicate effectively, both orally and in writing, including providing technical information in non-technical terms; establish and maintain effective working relationships with those contacted in the course of the work; work under pressure from time constraints and conflicting demands; and perform the essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential functions of these classifications are performed in a controlled-temperature office environment and require the ability to: intermittently sit, stand and walk; twist and reach with hands and arms; bend, stoop and kneel to access and service equipment; use finger dexterity and hand strength to perform simple grasping and fine manipulation in the operation of equipment and keyboards and assembly of parts and terminate cables; speak and hear to communicate in person and by telephone; see to read computer screens and documents; use color vision to distinguish wiring and indicator lights; use a sense of smell to perceive overheated equipment; exert the strength to frequently lift, carry and move equipment weighing up to 55 pounds and/or push equipment weighing up to 90 pounds.

Revised: 7/15

Approved: 
Human Resources/Risk Manager

