

Title: Network Administrator
Department: Administration
Division/Office: Information Technology Office



Grade 2125; FLSA Exempt position; Category: Classified; Job Code: NTAD; Rev.:07/01/2021

General Description

The purpose of this position is to plan, develop, supervise, and control computer networks and other data communication devices of a large and complex municipal organization and provide the administration and technical support of application and network software.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages the Local Area Network (LAN) and Wide Area Network (WAN): planning, designing and developing specifications and standards for existing and proposed desktop and LAN/WAN communication services; ensuring that communications access, security, printing services, operating systems, electronic mail, desktop applications and others function properly and adhere to established standards.
- Makes design decisions regarding network and server infrastructure.
- Works closely with all departments to make sure their network and server needs are met.
- Recommends acquisition or enhancement of new computer systems and new computer systems and new applications for current equipment in to improve departmental effectiveness.
- Ensures system requirements are compatible with present platform.
- Prepares and presents recommendations to management.
- Assists users and maintain the LAN/WAN: providing technical support for communications equipment, network server systems and related software; scheduling preventive and emergency maintenance for the network with minimal disruption to users when maintaining, troubleshooting, installing and servicing the LAN/WAN; maintaining network inventories and network backup procedures.
- Schedules preventive and emergency maintenance for minimal disruption to users.
- Maintains network inventories and backup procedures.
- Performs network system functions: adding users; defining, establishing and enforcing security access to data; identifying device access paths and availability; configuring network hardware; customizing applications to ensure proper functioning in a network environment.
- Monitors network performance: measuring computer, server and network resource performance and availability; using system software analysis programs and preparing reports of the analysis; analyzing traffic flow and volume on the networks; and adjusting network parameters to improve performance, minimize transmission errors and data collisions, and optimize user response times.
- Maintains an inventory and accounting of the network equipment, configuration control, supplies and software.
- Ensures efficient use and allocation of network resources; monitoring, compiling and analyzing network expenses and providing regular written reports of network costs, performance and operations; work in concert with the database administrator to ensure optimum performance of the network and database applications.

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- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in business administration, computer science, mathematics, management information systems or related field supplemented by six (6) years of local and wide area network technology in networking design and installation, using and setting up servers and other devices, and documenting application or possession of any equivalent combination of education, training, and experience.

Additional Requirements:

Advanced knowledge of computer networks and computer programs/systems; demonstrated experience managing computer infrastructure-related projects and daily operations in a multi-site, 300+ user environment; experience in design, data collection and presentation of complex projects in electronic format; extensive experience in complex IT security architectures; ability to understand and work from oral and written directions, ability to coordinate design and plan projects; ability to supervise and evaluate the work of others; ability to prepare detailed reports; ability to deal effectively with and maintain effective relationship with staff, supervisor, and the public; ability to communicate effectively; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideas by means of spoken words, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring device, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement

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