Kent County Levy Court
555 Bay Road, Dover, DE 19901

Department of Administration
Information Technology Office
Classified, GRADE 16
FLSA exempt position

NETWORK ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Develops and maintains County's computer network system including planning, architecture design, and engineering. Integrates and schematically depicts communication architecture, topologies, hardware, software, transmission and signaling links and protocols into complete network configurations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for hands-on technical implementation and management of the network infrastructure. Proactively evaluates network systems to eliminate potential problems to maximize reliability and efficiency. Works with and has access to highly confidential information. The position works independently, reporting major activities and progress to the Information Technology Director.

ADA 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 ideals by means of spoken work levels, 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; 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 devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)
Configure and maintain network routers, switches, firewalls and other related equipment;
Manage computer infrastructure-related projects and daily deployment, etc;
Provide technical support and advanced troubleshooting for computer support staff;
Develop and maintain strategies for offsite storage, redundancy, failover, and restore operations;
Maintain voice and data network and system architecture;
Serve as subject matter expert and lead for systems-related functions, projects, and discussions;
Establish reporting mechanisms to measure performance level for various technologies;
Create database queries to retrieve and present data in organized and meaningful reports;
Develop computer related equipment and software procurement proposals;
Recommend policy changes regarding computer usage and procedures;

Perform root cause analysis and resolution for all Network problems;
Develop and implement disaster recovery procedures;
Provide mentoring to other team members as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: 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.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university with major course work in information technology, computer systems, or closely related field and at least five years experience managing computerized networks and programs with network related certifications; or any combination of experience, and training, which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. 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. Requires work schedule flexibility with after-hours support and on-call availability.

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Employee Acknowledgement

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