



Network-Server Administrator

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
204	Non-exempt	Computer Technician	AFSCME	7	1-14-15	15-002

DEFINITION: Under general direction, monitors the integrity of networks, servers, and related hardware upon which the District relies for uninterrupted business and management operations; identifies issues, proposes fixes, and installs patches and updates on networks, operating systems, servers, and related hardware and software.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Monitors the integrity of networks, servers, and related hardware upon which the District relies for uninterrupted business and management operations.
- Analyzes network performance and recommends performance improvements.
- Monitors firewall utilization and identifies bottlenecks.
- Monitors the VMware virtual environment.
- Monitors the storage area network (SAN) arrays.
- Patches network connections, and performs basic switch and router configurations.
- Monitors and identifies malfunctions with networked systems, operating systems, servers, and related equipment including routers and switches.
- Monitors the District's Local Area Networks (LANs) and Wide Area Networks (WANs).
- Updates procedures, and provides user information and training materials.
- Performs periodic systems maintenance on computer and network equipment.
- Performs network and server data and configuration backups and restores.
- Creates and administers Network Operating System user accounts, groups, and permissions.
- May connect workstations and PCs to networked systems.
- May install, configure, and upgrade server and network hardware and software.
- Performs related duties as required.



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MINIMUM QUALIFICATIONS:

Knowledge of: Principles and practices of computer networks in virtualized client-server, and Microsoft Operating System environments; systems monitoring, and PC internals; data recovery techniques including backup and restore; information technology documentation procedures; basic mathematics and algebra; current office methods and procedures.

Ability To: Monitor multiple computer networks on an ongoing basis; identify malfunctions with networked systems, physical servers, virtualized servers, and workstations; administer network operating system permissions; patch and update computer and network hardware, software, and peripheral equipment; use discretion and independent judgment; perform duties quickly and accurately in emergency situations, and under firm deadlines; keep abreast of current developments in information technology; work collaboratively in a team environment; communicate effectively in English, both orally and in writing; and establish and maintain effective working relations with District personnel using principles of excellent customer service.

Education & Experience: Equivalent to an Associate's degree in Computer Science, Electrical Engineering, or a related field; plus four (4) years of experience monitoring and administering computer, and network hardware and software - OR equivalent to a Bachelor's degree in Computer Science, Electrical Engineering or a related field; plus two (2) years of experience monitoring and administering computer, and network hardware and software. Experience must have included working with advanced routing protocols such as EIGRP, OSPF, BGP, STP, VTP, MPLS, and IPSEC; and the use of network management tools to analyze, monitor, and troubleshoot network related problems.

Special Requirement: Must be able to: (1) work outside regular business hours as required by implementation of special projects, and emergencies; and (2) travel between the various District divisions to perform the duties of the job.

Physical Requirements: (1) must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment; (2) and lift up to fifty (50) lbs. (3) must possess the mobility necessary to travel expeditiously within a large office building or to other District facilities.