

SENIOR NETWORK ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and administering the operation of a wide and/or local area network computer system and providing technical systems support in the development, implementation, maintenance and enhancement of network computer systems, equipment, and software. An employee in this class performs network system functions which involve adding users; defining, establishing, and enforcing security access to data; identifying device and access paths and availability; configuring network hardware; building network file servers; customizing applications to ensure proper functioning in a network environment; and researching new products. An employee in this class supervises other technical staff that are involved in network functions as directed. The incumbent reports directly to and works under general supervision of a higher level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Establishes a preventive maintenance program for technical equipment;
- Establishes purchasing standards for instructional support equipment;
- Maintains the computer system operational security to ensure confidentiality with sensitive data;
- Assists in training of new users and new applicants of technical equipment and programs;
- Designs, develops, supports, and implements computer applications as well as local area network (LAN) operating systems;
- Installs, customizes, and maintains all vendor supplied software for LAN operations;
- Ensures the integrity of daily local area network backups;
- Manages the file systems and shared local network accounts and access rights;
- Sets up user workstations for local area network storage areas;
- Diagnoses and resolves Local Area Network and Wide Area Network operating system, hardware, and software problems;
- Installs and performs routine maintenance of computers and peripheral equipment, upgrades computer hardware and software, and coordinates off-site repairs;
- Monitors back up programs and data;
- Maintains and supports Windows Active Directory;
- Monitors and adjusts LAN system for optimal performance;
- Studies and evaluates substantive programs and operations methods and procedures to determine adaptability to electronic data processing methods;
- Generates, customizes and supports communications software;
- Gathers information regarding processing volumes, processing time and projected operating costs to assist in the analysis of cost statistics;
- Coordinates the planning, development, and ongoing revision of a Technology Plan;
- May maintain an agency's telephone system;
- Provides administrative support;
- Performs other duties as required by law or assigned by the Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONNEL CHARACTERISTICS:

Thorough knowledge of LAN hardware, software and equipment; thorough knowledge of the principals and practices of installing, modifying and maintaining local area network hardware, software, and equipment; thorough knowledge of the installation and maintenance of network hardware and software; thorough knowledge of the operation of personal computer hardware and software; good knowledge of a departments programs, priorities, and initiatives as they relate to information technology; ability to install, update and maintain LAN hardware, software, and equipment; ability to diagnose hardware and software problems and devise a resolution for the problem; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion:

Two (2) years of permanent competitive class status as a Network Administrator **OR** three (3) years of permanent competitive class status as an Associate Network Administrator

Open Competitive:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and two (2) years of experience involving the installation of microcomputer hardware and software and configuration and administration of local wide area networks; **Or**

(B) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and four (4) years experience as defined in (A) above; **Or**

(C) Six (6) years full time or its part-time equivalent experience as defined in (A) above.

Competitive Class
Adopted 12/2/2014 Personnel Officer
Revised 11/16/2017 PO