SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Network Administrator

Revision Date: 1/07
EEO Code: Technician
Status: Exempt (Comp)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the IS Director, assists with Networking configuration, operations, and maintenance.

III. Essential Duties:

- Configure and maintain Network Firewall
- Configure and maintain Network Data Switches
- Configure and maintain Local and Wide Area Networking wireless radios
- Configure and maintain Network Servers
- Fine tunes performance of servers and Data Switches.

IV. Marginal Duties

- Performs other duties as assigned.

V. Qualifications:

Education & Certification: Associate degree in computer science, information technology, management information systems or related field. Must be a CISCO Certified Network Associate (CCNA), a Certified Network Engineer (CNE) **and** a Microsoft Certified System Engineer (MCSE).

Experience: Four years experience supporting customers using PCS, LANs, WANs Wireless networking and (preferably two of the years experience obtained while working with Sandy City information systems). May substitute on a year for year basis any equivalent combination of education and experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: LAN, WAN, WIRELESS Networking, Routers, UNIX and PC operating systems (WINDOWS) and components including processors, mother boards, accessories, cards peripherals; PC/LAN application software including word processing, spreadsheets, and database management.

Responsibility for: Responsible to oversee (maintain, and correct problems) Network Data Switches, Network Servers, Firewall, Routers; responsibility for the care, condition, and use of expensive City computer equipment.

Communication Skills: Ability to communicate verbally and in writing; ability to follow complex written and oral instructions; extensive contact with end users.

Tool, Machine, and Equipment Operation: Requires use of PCs, printers, routers, and telephone system.

Analytical Ability: Walk users through trouble shooting and configuring software systems over the phone. Operate a variety of computer equipment and software; understand and follow oral and written instructions; explain technical material in layman terms; develop effective working relationships with customers, co-workers and Administration.

VI. Working Conditions:

Moderate mental effort is required daily; some pressure is generated by contact with other departments; work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

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PERSONNEL DIV APPROVED BY: _____ DATE: _____

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