Network Administrator

Job Description

Position Information

Position Title	Network Administrator
Position Number	ITS0PRFS22*6131
Department	Information Technology Service
Reports to (Title)	Director of Network Services

Seated Employee

Employee First Name

Employee Last Name

Job Summary
In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary	A member of the Network Services team, the incumbent works under the direction of, the Lead Network Administrator and Network Architect for the design, implementation, and maintenance of all network infrastructure including active devices and cable plant. The network's security, availability, and reliability are essential to delivering the college's mission. The Network Administrator provides technical subject matter expertise for projects from inception through design and delivery. They work with IT leadership, technical staff, and customers to define requirements, evaluate options, and implement solutions.

Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	Bachelor's degree from four-year college or university
If a specific degree, certification, license, or registration is necessary, please list.	Information Technology, Computer Science or a related discipline
Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	One year or more
Preferred Qualifications	Bachelor's degree in information technology, Computer Science, or a related discipline and 1 year practical experience Or · associate degree in network management (or related) and minimum 3 years of network administration experience. Network management certifications are a plus

Real life experience managing and troubleshooting L2 and L3 networks including a familiarity with wired and wireless standards
· Proven experience managing enterprise firewalls. Experience with Palo Alto firewalls a plus
· Familiarity managing network access control with 802.1X. Experience with Cisco ISE a plus
· Knowledge and experience in IP-packet analysis using packet capture software
· Experience and basic knowledge of Linux, Windows Server, and enterprise SAN.
· Real life experience managing and troubleshooting IPAM DNS/DHCP services.
· Knowledge of Configuration as Code, scripting, and automation (e.g., Ansible, PowerShell, or Python), Visio is a plus.
· Experience working in a collaborative team environment with a focus on delivering quality solutions in a timely fashion. Experience with a formal Change Management Process
· Effective communication skills, with a history of providing onsite support to end-users with a wide range of technical understanding.
· Proven resourcefulness and problem-solving aptitude

FLSA Category	Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Regular
Essential Staff (emergency situations)?	No
On-Call?	

Essential Responsibilities
List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

Essential Responsibility percentage of time needs to equal 100%

Responsibility	Operations 65% · Operational support, management, administration, and ongoing enhancement of wired and wireless, and cloud platform network services. · Perform tactical repair of network devices; perform troubleshooting in the field as appropriate · Operational support, management, administration, and ongoing enhancement of network security including 802.1X and network segmentation controls with ACLs, and firewall policies following guidance from the InfoSec team · Support, management, administration, and ongoing enhancement of the low voltage wiring plant · Perform maintenance, patching, and upgrades as needed following appropriate change management processes · Daily monitoring, including verification of the security, compliance, privacy, performance, and availability of all network resources. · Ensure the availability and suitability of the systems and software (within the Network Services portfolio) required to fulfill the mission of the College · Participate in incident response · Remain current with new network technologies · Implement pilot platforms to test and validate innovative technologies
Percentage Of Time	65
Responsibility	Lifecycle replacement 15% · Maintain inventory of all network infrastructure · Participate in all device upgrades and installation
Percentage Of Time	15
Responsibility	Support 15% ·Provide secondary support for Network Services personnel and team-supported technologies, including VMware ESX, SAN, VDI, Windows Server OS, DNS

· Provide Tier 2/3 support for network systems and platforms to end-users

Percentage Of Time   15

Responsibility   On Call 5%
· Take turn on rotation with other members of Network Services team; provide single point of contact for problem resolution with campus-wide network services occurring outside regular business hours.

Percentage Of Time   5

General Responsibilities

General Responsibilities (1) Maintain regular attendance in accordance with department policy.

(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

(3) Understand and comply with the policies of the College Staff Handbook.

(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.

(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.

(6) Protect confidentiality of College information.

(7) Provide leadership to others through example and sharing of knowledge/skill.

(8) Communicate with others in a courteous and helpful manner.

(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.

(10) Perform other duties as assigned.

Supervisory Responsibilities

Does this job have supervisory responsibilities?   No

If yes, then check all that are supervised by this position.

Supervise Student Staff   No

If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)

Supervise Non-Exempt Staff   No

If you supervise non-exempt staff please enter the number.

Supervise Exempt Staff   No

If you supervise exempt staff please enter the number.

Select the level of supervision that this position provides.

Supervision Received

Select the level of supervision that this position receives from their supervisor.	Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

Computer Operations

Please check one of the following	Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

Travel

Please check one of the following	Occasional overnight travel (up to 20%) by land and/or air.

Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

Analyzing information or data	Over 2/3
- Essential or Marginal?	Essential
Effective communication skills	1/3 to 2/3
- Essential or Marginal?	Essential
Composing & comprehending communication materials	1/3 to 2/3
- Essential or Marginal?	Essential
Establishing effective interpersonal relationships	Under 1/3
- Essential or Marginal?	Marginal
Adjusting to changes (work load, environment, department structure, etc.)	Over 2/3
- Essential or Marginal?	Essential

Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	Over 2/3
- Essential or Marginal?	Essential
Making decisions of moderate to substantial consequence	1/3 to 2/3
- Essential or Marginal?	Essential
Performing mathematical calculations	Under 1/3
- Essential or Marginal?	Marginal
Editing reports or technical materials	Under 1/3
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	Over 2/3
- Essential or Marginal?	Essential
Handle stressful, emotional and/or frustrating situations	1/3 to 2/3
- Essential or Marginal?	Essential
Working with numerous distractions	Under 1/3
- Essential or Marginal?	Marginal
Working under a time pressure and within timelines/deadlines	1/3 to 2/3
- Essential or Marginal?	Essential
Coordinating work with others	Over 2/3
- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

Physical Requirements
How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	Under 1/3

Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	Under 1/3
Ascend or descend ladder	Under 1/3
Position self to access small or restricted spaces	Under 1/3
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without assisted device)	None
Please check one of the following	Light physical activity performing non-strenuous daily activities.
Does this job have any essential vision requirements? Check all that apply.	Close vision (clear vision at 20 inches or less)

Work Environment
How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

Wet or humid conditions (non-weather)	None
Extreme cold (non-weather)	None
Extreme heat (non-weather)	None
Outdoor weather conditions	Under 1/3
Work near moving mechanical parts	None
Work in high, precarious places	None
Air Contamination (i.e., dust, fume, smoke, toxic conditions,	None

disagreeable odors)

Toxic or caustic chemicals	None
Work with explosives	None
Risk of electrical shock	None
Vibration (i.e. operating jackhammer, impact wrench)	None
Risk of radiation	None
Confined Spaces	None
Please check one or more of the following locations where this job would work	Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
How much noise is typical for the work environment of this job? Check the appropriate level below.	Moderate noise (examples: business office with computers and printers, light traffic)
Additional Information	
Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.	

Position Documents

No documents have been attached.