

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Network Administrator
Department: Information Systems
Revised : August 2016

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Network Administrator.

GENERAL DESCRIPTION

Highly responsible technical work in the management of the County's PC network and its continuing operation. Involves troubleshooting and correcting a variety of network problems and assisting in the formulation of solutions to user problems and their implementation. Work is performed independently, and general supervision is received from the Information Systems Director through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Performs network management and maintains various systems in fully operational status.

Manages the TCP/IP network, workstation, client workload servers and their continuing operations across the County which runs on one or more protocols.

Works on hardware and software of the workstations to ensure they are communicating properly with the server.

Analyzes network activity and recommends, installs and implements new network devices and telephony equipment.

Performs network maintenance to improve performance, security, and efficiency, and troubleshoots and repairs problems which may occur.

Designs, develops, and implements information systems and operation systems in support of network, communications, and core business functions.

Installs new client devices and tailors software applications to meet the user's needs; and reconfigures old client devices for use of another user.

Supervises, trains, and evaluates the performance of client support personnel.

Discusses future plans and improvements for the network with the Information Systems Director; researches, schedules, and implements required work for outstanding projects.

OTHER JOB FUNCTIONS

Configures and orders computers and new equipment.

Serves "on-call" on a rotating basis for after hours systems problems.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of PC technology and networking.

Considerable knowledge of a wide variety of technologies to effectively support clients' technical needs.

Considerable knowledge of the capabilities and operation of microcomputers, system software, and networks and their limitations.

Considerable knowledge of the techniques used in installing microcomputer hardware and software.

Knowledge of available technologies to assess and recommend solutions for work of moderate complexity in voice, video, and data.

Knowledge of computer principals, techniques, operating systems, networks, and hardware and software packages.

Knowledge of techniques used in computer system design and implementation.

Ability to work independently and perform job duties with general supervision.

Ability to evaluate and maintain network technology.

Ability to identify reoccurring network problems and take action to prevent future occurrences.

Ability to troubleshoot technical networking problems and implement appropriate solutions.

Ability to analyze end-user system and program needs.

Ability to communicate effectively, both orally and in writing, and to maintain effective working relationships with other employees.

Ability to install and tailor client devices to the needs of the users.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood and body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Computer Information Systems, Computer Technology, or related area and three years of experience involving networking and installation of personal computer hardware and software; or an equivalent combination of education and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**