

POSITION DESCRIPTION

TITLE: Network Administrator – (Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

This position reports to the Director of Network Operations and System Administration Services in the Office of Information Technology (OIT) and assists in providing continuity of network services for the campus. Provides support by installing and maintaining campus network and systems equipment as well as being a point of escalation for users and departments on campus. Provides support to college departments on network and system issues. Works in conjunction with the Network Support Services team to maintain, upgrade, and repair campus systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Manages the configuration, updating, and use of the network access control systems.
- Assists in basic windows administration and maintenance (Server 2008R2-Server 2016)..
- Works with CBORD and the College's maintenance staff to install, program, modify, maintain and repair peripheral One Card equipment to include card reader systems, door locks, modems and printers.
- Participates in WAN/LAN installation, configuration and maintenance.
- Assures network connectivity between desktop and server based systems, printers, and applications.
- Provides technical support to other groups within the Office of Information Technology.
- May be cross-trained in other areas (GPO, scripting, virtualization, backups, etc.).
- Provides Tier II support to end users.
- Participates in troubleshooting and resolving network problems, including network printers.
- Serves as a backup in a team environment.
- Must be sufficiently adaptable to perform urgent work assignments outside the normal daily routine.

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- May be required to perform troubleshooting for campus network and systems outside of normal work hours.

MINIMUM QUALIFICATIONS:

- Education: High school diploma or equivalent; associate's or bachelor's degree in computer science or related field preferred.
- Experience: One to two years of experience in network administration, with a focus on Juniper and Aruba technologies preferred.
- Working knowledge and experience with networking equipment.
- Working knowledge and experience with campus card system peripheral hardware.
- Must be able to communicate effectively and professionally with campus users and outside vendors.
- Must be able to budget time, prioritize activities, and meet defined deadlines on a consistent basis.
- Must have initiative and be self-motivated.
- Must be able to work effectively in a busy environment with a diverse base of students, faculty, and staff.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.