

NETWORK ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level network support position, an incumbent of this class is responsible for administering and coordinating a municipality's or school district's local and wide area computer network and operating systems. This position provides daily hands on technology support to a single school district where the primary function is to perform high level repair to all network/technology problems. The incumbent is responsible for coordinating the response to service calls from municipal or school buildings and offices and troubleshoots problems on the network and/or over the phone. Incumbents are expected to exercise independent judgement in the performance of duties. Supervision can be exercised over positions responsible for providing technical support for the installation and maintenance of computers, computer networks and their operating systems within a district as well as coordinating and oversight of subcontractor activities and other service providers within the school district. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, supervises and directs operations for the municipality's or school district's computer networks;

Directs cabling, configuring and installing computer hardware, computers and computer networks and software for network and stand alone computers;

Makes recommendations to administrators regarding policies and standards for the computer and computer networks;

Arranges for the installation of administrative and instructional software on computer networks;

Provides for software support on computer network;

Analyzes district needs and makes recommendations for improvements and enhancements;

Troubleshoots hardware and software conflicts and problems;

Provides on-site coordination and support for subcontractors (e.g. would handle wiring for computer installation);

Arranges for and coordinates all necessary maintenance services to all hardware and networks;

Plans and implements required configuration changes to local area networks;

Prepares proposals for purchasing new equipment for instructional purposes;

Oversees the maintenance of an up-to-date database and insures timely delivery of service;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates the scheduling of outside providers and network personnel;

May grant and monitor computer access for various system users;

May monitor computer system including firewall and anti-spam data security infrastructure;

May attend workshops and seminars to maintain up-to-date knowledge of network operating systems.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and procedures involved with computers and area networks; good knowledge of the various applications and other software required to maintain computer and area operating systems; good knowledge of DOS; good knowledge of LAN and WAN systems configuration; knowledge of wiring for the purposes of connecting personal computers to the network; knowledge of the use, function and potential of mainframe applications; ability to plan and direct the technical work of lower level technical personnel; ability to analyze and resolve computer, LAN and Wan systems software problems; ability to install, monitor and maintain computer, LAN and Wan systems software products; ability to identify and resolve user problems; ability to communicate effectively both orally and in writing; ability to manage and supervise a technical support staff; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; willingness to travel to different work sites; initiative; patience; tact; sound judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree* and three (3) years experience managing LAN and/or WAN networks; or (b) seven (7) years experience as stated in (a) above.

SUBSTITUTION: A Bachelor's Degree* in Computer Science, Information Technology or a closely related field may be substituted for up to one (1) year of the general experience.

NOTE: Current/active certification as either a Certified Novell Engineer (CNE); Microsoft Certified Systems Engineer (MCSE); or Cisco Certified Network Associate (CCNA) may be substituted for six (6) months of the required experience.

NOTE 2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,
School Districts

Job Class Code: S745
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