

NETWORK ADMINISTRATOR

MAJOR GOAL/OBJECTIVES:

To provide the necessary technical support for center network servers and related equipment to ensure that the center computers, printers and other connected equipment are operating with a minimum of downtime.

To maintain Internet Connectivity and messaging systems.

The scope and limits of authority for this role lies within the boundaries of servers, network and PC system level support as assigned by the Systems and Software Manager.

POSITION RESPONSIBILITIES:

- Designs, specifies, configures, installs, and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling, and Internet service providers.
- Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and backup.
- Establishes and maintains network users, user environment, directories, and security.
- Trains users on software and equipment usage.
- Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs.
- Develops and communicates standards for use, operations, and security of network, personal computers, and data.
- Communicates with other departments to report and resolve software, hardware, and operations problems.
- Consults with department managers to develop system solutions consistent with organizational objectives.
- Researches and evaluates new technologies.
- Negotiates contracts with and coordinates activities of hardware, software, telecommunications, support, and training vendors.
- Install test software upgrades.
- Collects and analyzes network and memory utilization.
- Develops and implements disaster recovery procedures.

POSITION EDUCATION AND EXPERIENCE:

- MCP + Internet Certified recommended. Microsoft Certified Engineer (MCSE) Certification recommended.
- Competencies in MS Office applications and /or Open Office.