

TITLE: Network Administrator

CLASSIFICATION: Classified

SALARY GRADE: C16

SCOPE OF POSITION:

Under general supervision, responsible for the administration, implementation, maintenance, troubleshooting, and repair of computer and network systems for the District. Provides technical guidance and support in the planning, design, and effective use of District-wide network systems.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Designs, configures, installs and supports the secure performance of the District enterprise network infrastructure and related systems, including but not limited to: routers, switches, firewalls, wireless infrastructure, VoIP infrastructure, virtual server infrastructure, network storage, backup technology, Active Directory or other directory-based domains and associated group policies, application servers and software.
2. Works closely with contractors and integrators when designing, deploying, and upgrading new and existing local area network (LAN) and wide area network (WAN) technologies. Monitors, analyzes, troubleshoots, and resolves network issues.
3. Analyzes District-wide computing and storage infrastructure, makes recommendations, and implements solutions to meet required goals.
4. Oversees and provides operational support for all aspects of the Cisco Unified Communications and collaboration infrastructure solutions, ensuring optimal performance and maximum uptime.
5. Identifies, troubleshoots, and resolves technically complex problems with the network, servers, and other computer technology.
6. Works with vendors to resolve hardware operating system issues. Troubleshoots system and application software issues. Researches, tests and implements solutions.
7. Optimizes computer usage by researching and recommending enhancements to system capabilities and performance.
8. Compiles and prepares statistical reports, graphs, and other documentation to indicate trends and specific problem areas of the District's network and other computer technologies.
9. May direct the work of student and short-term, non-continuing employees.
10. May serve as a lead worker to other classified employees in the area.

KNOWLEDGE OF:

1. Computer network systems, principles, and techniques.
2. Network administration procedures, practices and network routing protocols.
3. Local area and wide area troubleshooting principles and practices.
4. Systems analysis.

TITLE: Network Administrator

KNOWLEDGE OF – Continued

5. Server and desktop operating systems.
6. Networking hardware, firewalls, and monitoring software.
7. Knowledge of basic web accessibility tools and document remediation.
8. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
9. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Identify, evaluate, and solve domain and network performance problems.
2. Work closely with other Information Technology staff and end-users to troubleshoot District-wide network problems.
3. Collaborate productively and cooperatively with a wide array of individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and friendly manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree in computer science or a closely related field of study required.

EXPERIENCE:

3+ years of related experience providing level 2 technical server desktop and network support in a large multi-platform and multi-operating system environment required.

OTHER REQUIREMENTS:

- Industry recognized professional networking certification, such as MCSE (Microsoft Certified System Engineer) or CCNA (Cisco Certified Network Administrator)
- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).