

NETWORK ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering and participating in the maintenance and operation of computer networks and involves analyzing hardware and software network problems, researching new products, and coordinating workshops. The employee reports directly to and works under the general supervision of a higher-level staff member. General supervision is exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (illustrative only)

Administers microcomputer networks and coordinates computer network scheduling;
Coordinates installation of computer operating system software and tests, maintains, and modifies software, such as task scheduling, memory management, computer file system, or controlling computer input and output;
Analyzes and takes corrective action of computer and data communications hardware and software network problems;
Diagnoses and solves system hardware, software, and operator problems;
Researches, tests, evaluates, and recommends data communications hardware and software;
Configures district work stations and network servers;
Demonstrates and trains users in the operation of computer hardware and software;
Coordinates and conducts computer workshops for users to provide up-to-date information and support;
Plans and implements recommendations for system upgrades;
Analyzes computer processing requirement to plan a system that will provide capabilities required for projected work loads;
Changes system software to meet program objectives;
Plans, analyzes and writes proposal to help improve work flow including cost estimate for systems;
Plans, coordinates, and implements security measures to safeguard information in computer files against accidental or unauthorized modifications, destruction, or disclosure;
Assigns computer access passwords to employees;
Installs hardware and peripheral components, loads software packages, such as operating systems, word processing, or spreadsheet program into computer;
Enters code, analyzes, reviews, and alters programs to increase operating efficiency or adapt to new requirements;
Develops and monitors the operational and management budget for the networks and their activities;
Consults with vendors, distributors, and users regarding the purchase of computer hardware, software, and networks;
Provides support and assistance to employees and departments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of micro-computer and related product technology; thorough knowledge of logical operations of micro-computers and data communication devices; thorough knowledge of local and wide-area network administration; working knowledge of data processing methodology and techniques including documentation of data security; ability to define and recommend micro-computer hardware and software; ability to detect and resolve micro-computer breakdowns and problems; ability to write proposals and cost estimates; ability to develop and conduct workshops related to micro-computer operation and maintenance; ability to deduce problems logically; ability to configure work stations and local and wide-area networks; computer literacy; ability to establish

and maintain effective working relationships; ability to train others in micro-computer system operations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field and two years of experience involving the installation of micro-computer hardware and software and configuration and administration of local and wide-area networks; or
- B) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in computer science, computer technology, data processing, or management information systems, and four years experience as defined in A) above; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

Adopted: 2/01/99

F:\HOME\PERSONNL\OFFICE\SPECS\NETWRKAD.SPC