



NETWORK ADMINISTRATOR

Jurisdiction Class: Competitive
Civil Division: County
Adoption YCCSC: 7/10/2014
Revised by PO: 1/11/2021

DISTINGUISHING FEATURES OF THE CLASS:

This position administers the operation and maintenance of the County's local area network (LAN) and wide area network (WAN). The work involves the planning, development, installation, troubleshooting, and support of virtual and physical servers, network software, printers, and other LAN/WAN equipment. The work is performed under the general supervision of a higher level staff member, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Installs, configures and maintains network file & application servers;
Consults with users, vendors and technical staff regarding the purchase of hardware, software and networks;
Installs and manages network protocols;
Diagnoses problems with LAN/WAN network typologies;
Maintains both physical and virtual server networks and connectivity;
Configures routers and switches for Internet connectivity;
Designs and installs local area networks;
Installs local area network hardware, software, operating systems and applications software;
Configures local area network switches;
Diagnoses and resolves local area network software problems;
Diagnoses local area network hardware component failures and make recommendations for replacement parts;
Initiates corrections for problems with the local area and wide area networks involving computers and data communications software and hardware;
Trains users and technical staff in network technology;
Conducts site surveys of users to determine current hardware and software and what is needed to support new systems;
Leads projects involving network management;
Responds to help desk inquiries either remotely or through on-site visits.
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of local area network (LAN) and wide area network (WAN) administration;
Thorough knowledge of network hardware and software;
Thorough knowledge of server operating system software and hardware;
Good knowledge of virtual server networks;
Ability to analyze, diagnose, and correct network issues;
Ability to evaluate user and enterprise network needs;
Ability to learn and use new hardware and software products and to adapt to new concepts;
Ability to effectively communicate complex concepts to network users, technical personnel, and other staff members;
Ability to establish cooperative working relationships with other Information Technology staff, and users throughout all County Departments to include, E911, Office of Emergency Management, etc.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school; or possession of a high school equivalency diploma; AND EITHER

- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Computer Science or a closely related field, AND two (2) years of full-time (or equivalent part-time) paid work experience which must have substantially involved the administration of network operation and maintenance activities (further defined under "NOTE" below), within the past (5) years; OR
- c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Computer Science or a closely related field, AND four (4) years full-time (or equivalent part-time) paid work experience as described in (A) above, within the past (5) years; OR
- d) Six (6) years full-time (or equivalent part-time) paid work experience as described in (A) above, within the past (6) years.

NOTE: Satisfactory work experience may include:

- a) Designing, installing, configuring and upgrading LANS/WANS, including repeater hubs, switches, routers and any other network component.
- b) Installing, configuring, upgrading, and managing both physical & virtual servers and server utilization.
- c) Troubleshooting network hardware and software systems.
- d) Evaluating network methodologies and maintaining network architecture and design.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.