

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 05/01/08

NETWORK ADMINISTRATOR I

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position which involves responsibility for administering, and participating in, the maintenance and operation of computer networks. The work involves analyzing hardware and software network problems, testing and installing networking equipment, building network file servers, researching new products, and coordinating workshops. The employee reports directly to, and works under, the general supervision of a higher level staff member, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. General supervision may be exercised over Network Administrator II's and subordinate personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers computer networks and is part of the communications and connectivity team;

Repairs, tests and installs computers on a free standing or local area network basis, including wiring to connect monitors and printers;

Installs and tests network operating systems;

Analyzes, and takes corrective action, of computer and data communications hardware and software network problems;

Develops, and monitors, the operational and management budget for the networks and their activities;

Demonstrates, and trains users, in the operation and maintenance of computer hardware and software;

Researches, tests, evaluates and recommends data communications hardware and software;

Configure department/school work stations and network servers;

Consults with vendors, distributors, and users regarding the purchase of computer hardware, software and networks;

Plans, analyzes and writes proposals to help improve work flow, including cost estimates for systems;

Changes system software to meet program objectives;

Analyzes computer processing requirements to plan a system that will provide capabilities required for projected work loads;

Coordinates, and conducts, computer workshops for users to provide up-to-date information and support;

Plans, and implements, recommendations for system upgrades;

Plans, coordinates and implements, security measures to safeguard information in computer files against accidental or unauthorized modification, 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 programs into computer;

Diagnoses, and solves, system hardware, software and operator problems;

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Typical Work Activities (continued):

- 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;
- Evaluates factors such as number of departments serviced by data processing equipment, reporting formats required, volume of transactions, time requirements and cost constraints, and need for security and access restrictions to determine hardware configurations;
- Enters code, analyzes, reviews and alters programs to increase operating efficiency or adapt to new requirements;
- Communicates with department/school administrative staff concerning their specific needs for changes or additions to their networks, as well as, status of network installations or repairs;
- Provides support and assistance to individuals and groups using the network;
- Orders and maintains an inventory of computers, peripherals and general networking equipment, and maintains network work orders;
- Assists with the installation of a variety of telecommunications equipment in school districts including modems, multi-plexers, Multiple Access Units (MAU's), Controlled Access Units (CAU's), and routers to assure network communications to information service providers;
- Assists with telecommunications service projections (ie: bandwidth utilization, network monitoring tools, etc.);
- May be required to lift at least 50 lbs;
- Daily travel may be required.

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; good knowledge of data processing methodology and techniques, including documentation of data security; working knowledge of telecommunications equipment and internet access; ability to define and recommend micro-computer hardware and software; ability to detect and resolve micro-computer and network breakdowns and problems; ability to write proposals and cost estimates; ability to develop and conduct workshops related to micro-computer operations 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 ability commensurate with position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in computer science, computer technology, data processing, management information systems, information resource management, or a closely related field **AND** three (3) years of experience involving the installation of micro-computer hardware and software, and the configuration and administration of local- or wide-area networks; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in computer science, computer technology, data processing, management information systems, information resource management, or a closely related field **AND** five (5) years of experience, as outlined in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of experience, as outlined in (A) above.

NOTE: Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Adopted: 08/05/96
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