

TITLE: Network Administrator

IS/5-267

DEPARTMENT: Information Systems, Fayette County

JOB SUMMARY: This position is responsible for the administration of network hardware and software.

MAJOR DUTIES:

- o Maintains and monitors daily data backups.
- o Configures and deploys servers on the network; moves data from old servers to new servers.
- o Assists in adding or removing users from the active directory on the network; creates and assigns login scripts for users and file access rights.
- o Maintains and monitors the network switches, hubs, routers, and server battery backups.
- o Maintains the VPN connections inbound and outbound from the county's network for the outlying county fire stations and other facilities.
- o Adds and removes users on the Exchange server.
- o Installs and maintains current service packs, firmware updates, and driver updates for servers and PCs.
- o Maintains the county's time clock system.
- o Works with hardware and software vendors on technical issues and program and hardware updates; coordinate with vendors to install hardware and software.
- o Oversees and implements assigned projects.
- o Configures and deploys PCs and printers.
- o Runs and terminates data lines, television cables, and patch panels for phones and PCs
- o Maintains security card access systems throughout the County; adds and deletes users from the system.
- o Troubleshoots and repairs laser printers.
- o Responds to after hours emergencies.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of current and emerging information systems technologies.
- o Knowledge of industry standards in computers and peripherals.
- o Knowledge of the county's IS equipment and software systems.
- o Skill in researching new technologies and evaluating new systems.
- o Skill in the development of project strategies.
- o Skill in network layout and design.
- o Skill in oral and written communication.
- o Ability to identify current and potential problems, evaluate alternatives, implement positive solutions and follow up to ensure system performance.
- o Ability to explain complex technical concepts clearly and concisely.

SUPERVISORY CONTROLS: The Assistant Information Services Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Fayette County Employee Handbook, county policies and procedures, departmental procedures, and other industry standards and best practices. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied technical duties in the administration of the county's network hardware and software. Frequently changing industry standards contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to administer the county's IS network. Successful performance in this position contributes to the increased effectiveness of county operations through the efficient and timely processing of information.

PERSONAL CONTACTS: Contacts are typically with members of the general public, other county employees, and vendors.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, computer room, stockroom, or warehouse. The employee may be exposed to machinery with moving parts.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.

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- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.