

POSITION TITLE: NETWORK ADMINISTRATOR
DEPARTMENT: INFORMATION TECHNOLOGY DIVISION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Data Processing Manager

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for management and support of the City's computer networks, user support, and maintenance of servers and internetworking devices.

JOB RESPONSIBILITIES

Designs, manages and administers the City's computer networks

Manages and designs web servers

Repairs personal computers & servers

Assists users who have PC hardware/software questions

Makes recommendations for IT-related purchases

Trains City employees to use network related software programs

Creates and implements computer and network security policies

Support PDA devices

Manages City's e-mail server

Configures internetworking working devices, such as firewalls, routers, switches, VPNs, and wireless access points.

Monitors computer and network usage

Provides backup, anti-virus, and security of the City's networks and servers

Investigates new IT related technologies

Trouble-shoots internetworking devices

Prepares networking portion of IT budget

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Ability to use selected job-specific software (varied) and operating systems such as Windows NT, 95/98, Linux, Windows 2000, XP, and DOS</p> <p>Knowledge of AS/400, and server configuration</p> <p>Knowledge of TCP/IP, HTML, 802.11x, Cisco IOS</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to anticipate problems and develop alternative strategies for goal completion</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><i>Cognitive Skills</i></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to apply mathematical concepts such as ratios, propor-</p>	<p>tions, probability factors and statistical inference</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><i>Interpersonal Skills</i></p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to instruct and train others</p> <p>Ability to manage inter-departmental group projects</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed in an office setting; incumbent typically works alone, but occasionally manages group projects.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Four-year college degree; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.