Jurisdiction: Auburn Enlarged School District
Class: Competitive
Adopted 6/13/16

# NETWORK ADMINISTRATOR

## DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for administering the operation of a wide and/or local area network computer system and providing technical systems support in the development, implementation, maintenance and enhancement of network computer systems, equipment, and software. Under the general supervision of a higher level administrator, an employee in this class performs network system functions which involve adding users; defining, establishing and enforcing security access to data; identifying device and access paths and availability; configuring network hardware; and customizing applications to ensure proper functioning in a network environment. An employee in this class may oversee other technical staff who are involved in network functions. Does related work as required.

## TYPICAL WORK ACTIVITIES

Administers the operation and maintenance of local area network (LAN)/wide area network (WAN).

Plans, develops, and implements procedures for the installation and maintenance of PCs, network software, printers, and other LAN/WAN related equipment.

Troubleshoots hardware and software malfunctions.

Supports agency LAN/WAN users; sets up new users with user Ids, group objects, passwords and log in scripts.

Trains users in such aspects of LAN/WAN operation as logging into the network, accessing files, and using LAN printers.

Provides support to agency users in a variety of software packages.

Installs and configures client workstations.

Installs hardware such as RAM upgrades and network interface cards.

Installs software.

Installs, configures and administers network printers. Troubleshoots printer malfunctions.

Administers security for the local area network.

Controls user access to files.

Maintains a secure environment for the server and LAN/WAN communication equipment.

Creates and administers the local area network file system.

Purges deleted files from the server.

Plans and implements procedures for the recovery and incremental, daily, and full back up of local area network files and data.

Maintains the database and documentation of all local area network equipment and software.

May oversee and direct the work of technical staff engaged in network functions.

## FULL PERFORMANCE KNOWLEDGES, 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.
Ability to analyze, diagnose and correct network issues.
Ability to communicate clearly, orally and in writing, with network users, technical personnel and vendors.
Ability to provide documentation for network activities and operations.
Physical condition commensurate with the demands of the position.

## MINIMUM QUALIFICATIONS

A. 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 one (1) year of work experience in network related support activities; or,

B. 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 three (3) years of work experience in network related support activities; or,

C. Five (5) years of work experience in network related support activities; or

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).