



LARAMIE COUNTY

JOB DESCRIPTION

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|--------------------|------------------------|-----------------|--------|
| TITLE: | Network Administrator | FLSA: | Exempt |
| DEPARTMENT: | Information Technology | REVISED: | |

Summary: Under general supervision, manages the operations, security and configuration of network server hardware and software in a multiple operating system environment; assures the security and integrity of the County's network resources.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Monitors network environment, access, security, functionality and utilization; resolves traffic, security, and access issues; assures optimum network performance, system integrity and maximum uptime.
- Monitors network server hardware and operating systems, and performs system backups.
- Installs and configures network hardware, software and upgrades; prepares and updates technical documentation.
- Monitors and resolves network operations; identifies and assesses hardware and software needs, and recommends improvements.
- Monitors network security and virus updates; administers e-mail systems; manages local and remote access; creates user accounts, resource access, and file-share lists.
- Installs, upgrades and configures network devices and components, such as routers, terminal servers and switches; checks physical wiring and component connectivity, and assures system safety and reliability.
- Researches, evaluates and tests new hardware and software, and provides recommendations.
- Maintains inventories of equipment; tracks and monitors registrations and licenses.
- Responds to service requests; provides technical support and training to users; reviews utilization trends, identifies functional inconsistencies, and resolves operational issues.
- Assures effective communication of network issues and strategies; coordinates IT development activities with other departments and agencies.
- Complies with all County equipment and safety policies and procedures, and Occupational Health and Safety Administration (OSHA) rules and regulations.
- Performs duties assigned to Network Technician classification as required.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County organization, policies and procedures.
- Knowledge of network administration and engineering principles including data communications protocols and topologies, computer components and peripherals.
- Knowledge of system access and security guidelines and procedures.
- Knowledge of hardware and software troubleshooting techniques in a networked environment.
- Knowledge of techniques for use of network hardware including hubs, routers, and other devices.
- Knowledge of Local and Wide Area Network (LAN/WAN) administration techniques and network engineering principles.

- Skill in analyzing network issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in researching, analyzing and evaluating computer network applications, procedures and techniques.
- Skill in installing, maintaining, modifying, and upgrading network systems.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Associate's Degree in Computer Science or related field; three (3) year's experience in network administration; OR equivalent combination of education, training and experience AND successful completion of a criminal history and background check;