

WASHINGTON COUNTY
Job Description

JOB TITLE: Network Administrator

Exempt (Y/N): No
DATE REVISED: July 2008

DEPARTMENT: Assessor
SUPERVISOR: Assessor

SUMMARY:

The Network Administrator is responsible to oversee the use of and to maintain the extensive PC network required in the Washington County Assessor's office. This person performs network trouble-shooting in order to isolate and diagnose common network problems. The incumbent is charged with the responsibility of ensuring maximum "up-time" of the data and telecommunications network, responsible for the data integrity including strict network security. Provides input for the plan, design, implementation of data and telecommunication needs to satisfy the future growth of the networks. Other responsibilities include the coordination with the Computer Systems Administrator for the installation of hardware and software, electrical, telephone and computer cabling, and training. Responsible for approximately \$200,000 in equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Monitor the performance of the data and telecommunications network to maximize "up-time".
2. Ensure data integrity which includes strict network security.
3. Work with software developer to resolve issues, make improvements to the software, and implement updates in a timely and cost effective manner.
4. Support network users and subscribers with problems with telephone lines, wiring, hardware/software, etc.
5. Coordinate with the Computer Systems Administrator to plan, design, and implement future growth of network, while meeting the demands of growing volume.
6. Maximize cost efficiency of communications network, while meeting the demands of growing volume.
7. Monitor network and provide training to network users.
8. Coordinate with the Computer Systems Administrator to upgrade network hardware and software components, as required.
9. Coordinate communication links with telephone company and telephone contractor to maintain and improve the network ensuring that vendor and supplies arrive in a timely manner.
10. Respond to the needs and questions of users concerning their access on the network.
11. Examine operations to determine opportunities for improved efficiency and productivity.

12. Perform routine database maintenance.
13. Serve as GIS liaison with CAST and other government agencies.
14. Perform database maintenance programming.
15. Occasionally use of county vehicle to provide technical support.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED); Bachelor's degree and four (4) years previous network administration or county experience. The incumbent should have previous experience with Windows (or similar networking software); SQL Server (or similar database software; general programming knowledge; and familiarity with computer hardware including networking hardware.

OTHER SKILLS AND ABILITIES:

Problem-solving and research abilities are required by the incumbent. Communication and personal relation skills are very important for this position, as the incumbent must interface with the network users, technicians, and vendors. The incumbent should be knowledgeable diagnostic and troubleshooting alternatives and wiring. Other skills required are typing skills, computer skills, mathematical skills, and logical thinking skills. Also, this person may be required to work flexible shifts, e.g. irregular hours, nights, weekends, etc., as database maintenance must be performed during non-operational hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear, sit, use hands to finger, handle, or feel objects/controls. The employee is regularly required to walk, stand, climb, stoop, knell, or crouch, and reach with hands and arms. Manual dexterity is required when working with wiring and/or equipment.

The employee must occasionally lift and/or move up to 50 or more pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is exposed to the risk of electrical shock and works near moving mechanical parts in the performance of these duties.

The noise level in the work environment is usually moderate.