

## NETWORK SYSTEMS ADMINISTRATOR

FLSA Status: E

Class Code: 3

Created: 3/1/2013

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### CLASS SUMMARY

Under general supervision of the Information Services (IS) Manager, incumbent performs routine and complex technical administration of the City's computer data network infrastructure comprised of various hardware and software systems located throughout the City. Incumbent is responsible for ensuring continued reliable connectivity and availability of Information Systems (IS) resources while maintaining appropriate system/network security. The Network Specialist will supervise contract, part-time, or intern staff performing network, computer support, system security or upgrade, or other pertinent IS related tasks and projects. The employee is responsible for determining work procedures and for seeing assignments through to completion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Responsible for the administration and support of all network devices and servers (physical and virtual) including cabling, patch panels, hubs, switches, routers, firewalls and all other associated data communication devices.

Manage storage area networks (SAN) and associated virtual servers (VMWare), adding virtual servers as required and managing the virtual environment. Administer the voice over internet protocol (VOIP) phone system, replace/install phones as required.

Performs the regular administration of, and maintenance to, data systems to guarantee system stability through operating system patching and the application of updates, and centralized system management. Ensures data integrity and preservation through established data and system backups as well as the restoration of lost data or faulty systems when so required.

Frequently reviews various system logs to evaluate and monitor system and network robustness. Troubleshoots network to accurately determine, isolate, and correct hardware and software problems and inefficiencies. Creates and maintains precise technical documentation and diagrams depicting logical and physical network topologies.

Coordinates with wireless and internet service providers to resolve data communication issues. Creates, implements, and evaluates information security processes, procedures, and documentation. Evaluates and provides guidance to IS manager as to the timely upgrade and replacement of network equipment within budget parameters.

Provide end-user PC repair and support to internal and remote users alike. Coordinate with other government entities and vendors to establish and maintain various interconnections for purposes of data sharing and access reciprocity.

Researches and evaluates new technologies for potential future implementation in efforts to improve performance, efficiency, redundancy, and security. Attends day and evening meetings as required. Occasional night and weekend work may be required due to special projects or emergencies.

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### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment 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.

Work is performed mostly in office settings. Some outdoor work is required. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment. Occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

Occasionally must lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Occasionally works in outside weather conditions. Occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually quiet to moderate.

### MINIMUM QUALIFICATIONS

Graduation from college with a Bachelor's Degree in Information Systems or related field with a concentration in network and systems administration and a minimum of five years of related experience with demonstrated proficiency in managing a Cisco Systems and Microsoft Active Directory Infrastructure, or any equivalent combination of technical education and/or experience.

Knowledge of the following hardware and software tools and equipment – Transfer Control Protocol / Internet Protocol (TCP/IP) stack; Cisco Systems core and distribution switches, PIX Firewalls and Adaptive Security Appliances, routers, wireless devices and other network hardware along with Cisco remote access and other network software; various wireless modems and associated components; servers and personal computers; VMWare/VSphere, Microsoft Server 2000/2003/2008/2013, Mitel VOIP Microsoft Exchange, Microsoft Lync, Microsoft SharePoint; Microsoft Windows XP/Vista/7/8 desktop operating systems; client and server versions of Symantec security, antivirus, and backup software; various other office equipment including printers, telephone, and copy / fax machines.

Ability to effectively communicate orally and in writing. Ability to establish and maintain effective working relationships.

### LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Possession of a valid State of Ohio driver's license.  
| Cisco Certified Network Associate (CCNA) preferred.