



# NETWORK ADMINISTRATOR

Job Status: Non-Exempt  
Date Adopted: 01-2015  
Date Modified: 03-16-2023

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

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## **DEFINITION**

To perform a wide variety of specialized professional support duties for the Information Technology Division of the Finance and Technology Services Department, including but not limited to, organizing and performing systems and programming work to support specific functional areas of District operations; assisting in determining and resolving hardware and operational difficulties; and performing related work as assigned.

## **DISTINGUISHING CHARACTERISTICS**

The Network Administrator is the experienced advanced journey level. Incumbents in this class are distinguished from the Information Technology Specialist II by the performance of the full range of duties assigned. At this level incumbents perform the more complex and specialized workloads while exercising broader discretion and independent judgment within established guidelines. Emphasis is on midrange systems, network equipment, and WAN equipment. Employees at this level assist the Information Technology Manager with budget, Master Plan, and Disaster Recovery plan activities and may act on his/her behalf in his/her absence if appointed.

## **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Information Technology Manager.

## **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Install server computers and software; train server users.
2. Maintain and operate a variety of office equipment such as multi-function copiers, mail processing equipment, phone systems, VOIP desk phones, scanners, and other peripheral equipment.
3. Develop and maintains personal computer database programs, support Microsoft Office 365, Adobe Acrobat, Creative Cloud, Internet Browser, and Windows Operating System.
4. Maintain documentation of data systems.
5. Interact with vendors and other agencies in person and by telephone.
6. Monitor system devices, user display stations and printers, job queues, spooled output, job logs and historical logs; make adjustments as necessary.

## **Network Administrator**

7. Responsible for daily operation of AS/400 computer system; perform system operator duties on the AS/400 computer system.
8. Modify or enhance existing programs to meet users' needs; troubleshoot and perform repairs and adjustments to computer systems and peripheral equipment.
9. Maintain office machines such as copiers, phone systems, cell phones, and mail processing equipment.
10. Administrate system backup and restore data files.
11. Maintain current knowledge of computer systems and software.
12. Maintain records of computer and software inventory.
13. Perform needs analysis; determine project feasibility; estimate programming and implementation time for database applications; responsible for Windows-based computer systems; schedule maintenance for the systems, and the firewalls and routers.
14. Perform systems support functions for Windows-based servers and network equipment operating in a LAN/WAN environment.
15. Prepare specifications and system requirements; develop new or revised procedures to attain desired objectives.
16. Participate in maintenance of networks and servers; participate in training other I.T. staff members
17. Maintain operating systems and configurations on firewalls, routers, and other LAN/WAN equipment.
18. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
19. Regular attendance at the work site.

### **Marginal Functions:**

1. Perform related duties and responsibilities as required.
2. Support vendors in maintenance of phone system, MFP copiers, and mail processing equipment.
3. Participate in setting direction for Information Technology Division.
4. May be designated to act on behalf of the Information Technology Manager in his absence.
5. Participate in strategic planning and reporting such as budget, disaster planning, and master planning.
6. Perform maintenance and support of firewalls, routers, network equipment and work with outside vendors supporting these devices.

## **Network Administrator**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### ***Knowledge of:***

Basic principles of data processing systems.  
Personal computer hardware and software.  
Operation and use of operating systems using District-standard software.  
Word processing, spelling, punctuation, grammar skills using District-standard software.  
Database and spreadsheet principles using District-standard software.  
Methods and techniques of database design using District-standard software.  
Principals and techniques of documentation.  
Methods and techniques of technical drawing.  
Modern office procedures, methods, and equipment.  
Troubleshooting hardware and software problems.  
Methods and techniques of website maintenance.  
Operations, services and activities of an Information Technology department.  
Operational characteristics of data processing equipment including computers, peripherals and software.  
Programming languages and applications appropriate to assigned functional area.  
Basic business data processing applications.  
Systems operations and management applications for a variety of operating systems.  
Techniques and procedures of database management.  
Pertinent Federal, State and local codes, laws and regulations.  
Principles and practices of systems analysis and design.  
Methods and procedures of network design, maintenance, and management, including LAN, WAN, Intranet, and Internet.  
Methods and procedures of e-mail systems, both internal and Internet.  
Methods and procedures of telephone systems and networked office equipment.

#### ***Ability to:***

Install and maintain computer hardware and software.  
Troubleshoot and correct problems with computer hardware and software.  
Design, develop, and maintain personal computer database applications.  
Develop application documentation and user manuals.  
Assist users with daily problems in both hardware and software operation.  
Operate a variety of data processing equipment in a safe and effective manner.  
Develop training material and effectively provide training classes and user support.  
Prepare clear and concise reports and communications.  
Communicate clearly and concisely, both orally and in writing.  
Prepare clear and concise written materials, including documentation, user instructions and periodic and special reports.  
Explain technical information to non-technical users.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain alert mental capacity that allows the capability of making sound judgments and decisions and demonstrating intellectual capabilities.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

#### ***Ability to (continued):***

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Work over, under, around and behind various office furniture and equipment.  
Move, lift, and carry equipment weighing 50 pounds without assistance.

### REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

<b>Job Title</b>	<b>Network Administrator</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Five (5) years of progressive experience operating personal computer operating systems, word-processing and spreadsheet software; database application design and development; installing and maintaining personal computer hardware and software; and programming and systems analysis experience; installing and troubleshooting networks, Windows server operating systems, Microsoft Exchange/365, Active Directory, and networked equipment including fiber optics.</li> <li>• Five (5) years of experience administrating, configuring, maintaining, and upgrading IBM AS400 hardware and operating systems.</li> <li>• Five (5) years of experience administrating, configuring, maintaining, and upgrading LAN/WAN hardware and operating systems.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Possession of a Bachelor's Degree in Information Technology, Computer Science, Management Information Systems, or related fields.</li> </ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"> <li>• Possession of a certification in administrative network equipment such as Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP).</li> </ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"> <li>• VMware Certified Professional (VCP) Certification.</li> <li>• VMware Certified Technical Associate (VCTA) Certification.</li> <li>• Palo Alto Certified Network Security Administrator (PCNSA) Certification.</li> <li>• Master's Degree in Information Technology, Computer Science, Management Information Systems, or related fields.</li> </ul>
<b>DMV Class</b>	<ul style="list-style-type: none"> <li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li> </ul>

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

#### Environment:

Standard office setting; frequent interaction with District staff and the general public.

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### **Physical:**

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands and fingers repetitively to operate, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District managers, staff, vendors, the public and other encountered in the course of work.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

### **Hearing:**

Hear in the normal audio range with or without correction.