



Position: Network Administrator	Position Number:
Department/Site: Information and Technology Resources	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 48

DESCRIPTION:

Under the direction of the VP of Information and Technology Resources or other administrator, the network administrator will establish and maintain a high level of wired and wireless network performance throughout the District. The Network Engineer addresses a broad range of networking projects that address critical organizational needs, such as enterprise networks, IT security, telecommunication, and wide area networks

REPRESENTATIVE DUTIES:

Provide network-related technical support to information technology staff, end-users, and vendors;

Assist with budget projections related to the network environment.

Assist in the development of strategies for a disaster recovery plan of campus technology and data. Implement and maintain current recovery technologies. Research and plan new options for improving efficiencies in data and systems disaster recovery

Provide system administration and data integration/backup support for college/district resources, including building and maintaining secure servers (physical/virtual) according to established standards

Support cloud computing and storage

Manage network firewall, antivirus, spam filtering and SSL certificates

Assist in the design and implementation of LAN/WAN topologies and network upgrades from cabling design to switching, routing, enterprise wireless and security protection.

Configure, test, and maintain LAN/WAN; security, software defined networks and related services.

Identify, diagnose, and resolve network problems.

Create and maintain comprehensive documentation for all implemented networks.

Provide pre- and post- installation technical support of network hardware and software. Assist in preparation of network related proposals and solutions.

Maintain and support LAN/WAN environment and ensure all network equipment has the latest security patches.

Utilize various network monitoring tools to monitor the network and to respond to network incidents.

Provide network services such as DHCP, and IP configuration services.

Provide daily maintenance and problem resolution, operating system patches and software upgrades, and routine hardware configuration on network servers, switches, routers, etc.

Stay up to date with evolving industry standards for networking technologies, standards and practices.

Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Network design and security practices (e.g. networks segmentation, layered defense strategies).
- Implementing and administrating network devices, setting and maintaining policies and rights/security using network management software.
- Network cabling design standards.
- Firewalls, network switching, network routing protocols, VPN, enterprise wireless access, enterprise server platforms, Windows Server Active Directory, desktop and problem resolution.
- Common network monitoring and security utilities.
- The OSI network model, Ethernet, and TCP/IP networking
- Experience implementing and administrating network devices (e.g. routers, firewalls, switches, appliances, VoIP, etc.).
- A practical level of experience implementing and administering common TCP/IP based services, including DNS, DHCP, HTTP, FTP, SSH, SMTP, etc.
- Client-server technologies
- Virtual server environments such as VMWare or HyperV.

SKILLS AND ABILITIES TO:

- Learn new technologies and maintain industry knowledge.
- Ability to lift, carry and move all components including: servers, network equipment, peripherals, and other ancillary equipment.
- Prioritize and multitask.
- Apply language skills to read, analyze and utilize procedural manuals, instructional and software manuals, textbooks and needed resources on learning strategies.
- Read and understand construction documents and drawings pertaining to

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telecommunications and structured cabling.

- Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

A bachelor's degree from an accredited college or university with major course work in computer science, telecommunications, information technology or related field, AND three years of experience in networking and telecommunications including troubleshooting and support.

WORKING CONDITIONS:

Indoor work environment.