POSITION TITLE:	**NETWORK ADMINISTRATOR**	**CITY OF**
DEPARTMENT:	**INFORMATION TECHNOLOGY DIVISION**	**BOWLING GREEN**

REPORTING RELATIONSHIPS

Information Technology Manager

POSITION REPORTS TO   DIRECT REPORTS BY TITLE: None

DIRECT: ___0___   INDIRECT: ___0___

POSITION FUNCTION

This position is responsible for management and support of the City's computer networks, user support, and maintenance of servers and internetworking devices.

JOB RESPONSIBILITIES

Designs, manages and administers the City's computer networks

Manages and designs web servers

Repairs personal computers & servers

Assists users who have PC hardware/software questions

Makes recommendations for IT-related purchases

Trains City employees to use network related software programs

Creates and implements computer and network security policies

Support PDA devices

Manages City's e-mail server

Configures internetworking working devices, such as firewalls, routers, switches, VPNs, and wireless access points.

Monitors computer and network usage

Provides backup, anti-virus, and security of the City's networks and servers

Investigates new IT related technologies

Trouble-shoots internetworking devices

Prepares networking portion of IT budget

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS

Occupational/Technical Skills

Ability to use selected job-specific software (varied) and operating systems such as Windows NT, 95/98, Linux, Windows 2000, XP, and DOS

Knowledge of AS/400, and server configuration

Knowledge of TCP/IP, HTML, 802.11x, Cisco IOS

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference

Ability to research, compile and summarize a variety of informational and statistical data and materials

Knowledge of basic budgetary principles and practices

Ability to develop original, unusual, successful approaches

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to maintain issue confidentiality

Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to participate in meetings in which the collective resources of the group members are used efficiently

Ability to instruct and train others

Ability to manage inter-departmental group projects

DESCRIPTION OF WORKING CONDITIONS

Work is performed in an office setting; incumbent typically works alone, but occasionally manages group projects.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year college degree; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.