

Buffalo County Job Description

Job Title: Network Administrator
Department: Information Technology
Reports to: Director of IT Services

Purpose of Position:

The Network Administrator's role is to ensure the stable operation of computer networks. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. The person will also analyze and resolve end user hardware and software computer problems in a timely and accurate fashion and provide end user training where required.

Essential Functions:

- Perform network design and capacity planning
- Develop, implement, and maintain policies, procedures and associated training plans for network resource administration, appropriate use, and disaster recovery
- Oversee installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices
- Interact and negotiate with vendors, outsourcers, and contractors to secure network products and services
- Conduct research on network products, services, protocols, and standards in support of network procurement and development efforts
- Manage security solutions, including firewall, anti-virus, and intrusion detection systems
- Manage all network hardware and equipment, including routers, switches, and UPSs
- Ensure network connectivity of all workstations
- Administer all equipment, hardware, and software upgrades
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information
- Administer and maintain end user accounts, permissions, and access rights
- Perform system backups and recovery
- Monitor and test network performance and provide network performance statistics and reports
- Recommend, schedule, and perform network improvements, upgrades, and repairs
- Adhere to regular and dependable attendance
- Other duties as assigned

Essential Knowledge, Experience, and Abilities

- Working technical knowledge of network and PC and server operating systems
- Extensive application support experience with internet and client applications
- Good understanding of the organization's goals and objectives
- Knowledge of applicable data privacy practices and laws
- Maintain and exhibit discretion and integrity at all times when handling confidential information

Essential Education, Certifications, and/or Licenses

- Valid Driver's License
- Bachelor's degree, preferably in relevant field, and/or two years equivalent work experience
- Certifications in Network+, CCNA, or CCNP

Essential Physical Demands and Typical Working Conditions:

- On-call availability for seven days and two weekends per month
- Must be able to stand, walk, sit, bend, reach, climb, drive, lift, and carry on a regular basis

Essential Attendance and Availability Requirements

- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

Supervisor's Signature

Employee's Signature

Date

Date

Effective Date of Job Description: _____