

JOB TITLE: Network Administrator

CLASSIFICATION: E-1

SUPERVISION GIVEN: Part - time computer technicians

REPORTS TO: DEAN OF ACADEMIC AFFAIRS

GENERAL PURPOSE AND SCOPE OF POSITION:

Maintain instructional and staff computers, network systems, mainframe systems, including troubleshooting, up-grade and repair of hardware, installation and maintenance of software. Maintain and monitor security for the campus computer network. Possess current knowledge of available computer reports to administrative staff and faculty. Perform and be responsible for maintaining up-to-date inventory records.

ESSENTIAL FUNCTIONS:

- ◆ Test, install, maintain and administer network hardware and software, including but not limited to servers, routers, switches, diverse network operating systems and application servers.
- ◆ Develop installation, upgrade, maintenance and security plans for server hardware and software, including but not limited to server backup and restore procedures.
- ◆ Plan, implement and maintain secure network services, including but not limited to file, print, database, web, LDAP and other directory services.
- ◆ Plan for expansion of network coverage and services as needed.
- ◆ Perform trouble shooting as needed on server hardware and software.
- ◆ Develop and disseminate guidelines regarding use, security, and administration of specific telecommunications, and video systems in line with College usage policies.
- ◆ Maintain close working relationship with appropriate personnel at Central Office.

REGIONAL DUTIES AND RESPONSIBILITIES:

- ◆ Operation of the computer terminal and other computer equipment as designated by the Dean of Academic Affairs
- ◆ Print and distribute payroll rosters for full and part-time personnel
- ◆ Perform small systems analysis projects to ensure efficient regional computer utilization
- ◆ Assist with problems that might occur on the “on-line” system
- ◆ Be responsible for set-up and operation of instructional computer labs
- ◆ Perform installation of software
- ◆ Be available for consultation concerning additions of computer equipment
- ◆ Assist Office of Regional Business Affairs with specific requests for quotations of new hardware and/or software
- ◆ Provide training in specific software operation
- ◆ Coordinate, request, and distribute all necessary SIS, FRS, HRS, FFX and budget reports as indicated or requested within Region 11- Madison on a timely basis
- ◆ Serve as technical support to all users
- ◆ Request and distribute all Count Date reports
- ◆ Perform custom reporting via Arbiter or extract diskette when possible
- ◆ Perform regional grading process-input, reports, and grade mailers
- ◆ The above list is not to be construed as an exhaustive list. Other duties logically associated with the position may be assigned

EDUCATION AND EXPERIENCE:

Associates in Applied Science Degree in Data Processing required or a degree in Accounting or other appropriate field of study with extensive data processing skills and knowledge in lieu of the AAS/ Data Processing. Extensive work experience may be substituted for degree. Requires excellent organizational and communication skills (oral/written). Experience in inventory processes and controls helpful.