



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Network Administrator</b>	<b><i>Created</i></b>	April 2010
<b><i>Department</i></b>	Information Systems	<b><i>Revised</i></b>	
<b><i>Job Class</i></b>	A 20 3	<b><i>Safety Sensitive</i></b>	No
<b><i>Labor Union</i></b>	AFSCME Local 2746 Courthouse/Roads	<b><i>FLSA</i></b>	Non-exempt

## ***Purpose***

Provide network administration for county's Local Area Network including installation of hardware and software, monitoring network usage and performance, research new networking products, maintain network documentation, program and maintain the county intranet, provide support for packaged software used by county departments.

## ***Essential Functions***

- Provide installation, maintenance and technical support for the county's Local Area Network (LAN). This includes several network servers (physical and virtual) using operating systems Novell OES NetWare, Novell SUSE Linux; Microsoft Windows 2003 Server, 2008 Server; NetApp Storage Area Network (SAN); networking backbone equipment - Cisco routers and switches; and numerous Windows XP clients operating in a 24 x 7 x 365 environment
- Troubleshoot hardware and software generated problems; Perform routine maintenance, monitor network usage and performance of virtual and physical servers and PCs. Ensure software operating on the county LAN is properly licensed and that all network activity complies with established policy (s).
- Communicate effectively both orally and in writing with a diverse group of users.
- Train county staff on the use of software to ensure a satisfactory level of computer proficiency throughout all county departments.
- Evaluate county hardware and software needs. Make recommendations to supervisors as to potential upgrades to increase overall network efficiency.
- Maintain, program and support the county intranet, this includes experience with MS SQL server and web development tools.
- Upgrade network servers and client PCs hardware to maintain compatibility with currently available software, increase the capabilities and extend useful life of county computer systems.
- Understanding of Windows guidelines for software development; Familiarity with relational databases; Familiarity with report writing tools and SQL programming.
- Maintain, monitor and upgrade Internet firewall to protect county LAN from unauthorized access.
- Maintain and upgrade the county's Internet connection to ensure that all required



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Internet services are available to network clients at their desktops.

- Provide installation, maintenance and technical support for county's Wide Area Network (WAN). This includes Cisco routers, Cisco modem bank and Qwest Enterprise & DSL phone lines. The county WAN provides services to all local police departments for 24 x 7 x 365 access to the Law Enforcement Data System (LEDS); State of Oregon DHR access for District Attorney Child Support and county Health Department; State of Oregon OYA access for county Juvenile Department. Remote locations of the county WAN include Rural Law Enforcement District substations, Animal Shelter, CEDC Fisheries, OSU-4H extension office, county fairgrounds.
- Assist with design of network recovery plan. Maintain and monitor network backup rotation to insure all data on servers is properly backed up on predefined schedule.
- Maintain county telephone system, NEC NEAX 2000 IVS (Integrated Voice Server). Configure telephone operating system to reflect current extension and employee information for proper operation of voice mail and call forwarding services. The voicemail system is PhoneXpress v4.0 from Applied Voice Technology.

## ***Mandatory Qualifications***

Four years of education in computer related field and/or equivalent experience. Demonstrated knowledge, proficiency and competency in hardware and software of Novell NetWare versions 6.5, Microsoft Windows 2000 server, 2003 server and 2008 server, pc operating systems Windows XP and 7 systems knowledge. Prior network administration work focusing on Novell Netware and Microsoft Networking. Demonstrated ability to work well under pressure and to meet competing deadlines; flexibility to prioritize tasks according to departmental and county needs; ability to create and maintain system documentation; ability to maintain confidentiality; experience accessing Internet information resources, 3-5 years network administration experience (3 years as PC support in network environment, familiarity with SUSE Linux); ability to obtain a CJIS security clearance.

## ***Desired Qualifications***

CISCO programming; Novell Certified Network Administrator (CNA) certificate; Microsoft Certified Professional (MCP) certificate; Linux Experience; Relational databases report writing and SQL programming.

## ***Physical Demands***

The ability to lift 35-60 pounds (i.e., PCs, computer paper, printers) daily. The ability to assemble/disassemble network cabling and personal computers and peripherals. Travel between outlying county buildings. Position requires occasional overtime or schedule adjustments in order to perform computer functions when computer systems are not in use.



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## *Working Conditions*

## *Supervisory Responsibility*

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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