

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 10, 2003

COMPUTER NETWORK ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves performing specialized work in the design, development, implementation and maintenance of computer applications, local and wide-area network systems. The work includes the training of non-technical personnel in the use and operation of these computer systems. The Computer Network Administrator is given direct responsibility over the functions of this area. The work is performed under the general direction of the Director or Superintendent with wide latitude being given to perform duties and responsibilities. Provides supervision of subordinate technical personnel in the installation, operation and maintenance of system components and software. The Computer Network Administrator may develop and manage a district-wide departmental budget. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Responsible for the design, development, support and implementation of computer applications as well as Local Area Network (LAN) operating systems; installs, customizes and maintains all vendor supplied software for LAN operations; generates and maintains LAN operating systems (Novell, PC LAN, OS/2, DOS);
2. Coordinates the use of the Wide Area Network (WAN) resources and interfaces;
3. Monitors and adjusts LAN systems for optimal performance; organizes and prepares LAN system documentation; trains and instructs users in LAN and WAN operating systems;
4. Performs system analysis in a microcomputer – LAN environment;
5. Provides network operators with the training required to efficiently use communications hardware and software facilities;
6. Acts as liaison between the department or district and regional providers of computer technology services, research and development;
7. Supervises the work of computer technicians and evaluates their performance;
8. May develop and manage a district-wide departmental budget;
9. Participates in the planning for and the installation of networks, network equipment, computers and accessory equipment such as terminal and printers;
10. Configures equipment and complete cable interfaces by referencing wiring diagrams and technical instructions and using special hand tools and testing equipment to validate proper performance;
11. Conducts needs analysis and meets with requisitioner of computer products or services to insure that what is requested will accomplish intended goals;
12. Recommends hardware and software for acquisition after considering user needs and organizational goals;
13. Acts as local area network/administrator for each school building and the district office when appointed in a school district;
14. Keeps informed on new developments in computer system technologies;
15. Instructs new and existing staff regarding the use of computer equipment and software;
16. Operates, monitor, and controls computer, network server, and peripheral devices;
17. Coordinates computer activities among the various departments;
18. Manages network security;
19. Supervises the receipt of microcomputers and related computer equipment from vendors;
20. Runs diagnostic software programs to insure system and equipment integrity;
21. Coordinates the repair and temporary and permanent replacement of equipment;
22. May be required to be a Certified Network Engineer (CNE) or Network Administrator (CAN);

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COMPUTER NETWORK ADMINISTRATOR CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of local area network operating systems and topologies; thorough knowledge of communications hardware and software; thorough knowledge of mainframe operating systems; thorough knowledge of personal computer application software, good knowledge of system's analysis concepts, ability to communicate clearly both orally and in writing; ability to work well with others, possess logical reasoning and sound judgment; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State equivalency diploma **and one of the following:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Science, Computer Technology, Data Processing, Management Information Systems, and two (2) years of paid full-time or its part-time equivalent experience responsible for the maintenance, configuration or installation of personal computer hardware and software; which must include all of the following: Documented installation and maintenance of local area networking software and hardware, wide area network maintenance installation, upgrading of networking software, hands on cabling experience, supervision of subordinates (technical staff not operators), remote access software, network planning protocol design and use and understanding of electronic network analyzers both software and hardware, configuration of print/terminal servers for multiple protocols.
- OR:** 2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in one of the areas in "1" and four (4) years experience as described in "1" above.
- OR:** 3. Six (6) years experience as described in "1" above.

09/10/2003; 04/08/1999