



# Network Administrator

## Job Description

Department: Information Systems  
Position: Career Service  
Starting Step: 51, Table 14  
Supervisory: No  
Reports to: Computer Technical Support Manager

### Summary

Under general direction, install, monitor, repair, train, and respond to inquiries relating to operation of the network system for Utah County Government.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Install software on the network as well as off-the-shelf applications.
2. Enter network users, change passwords, move files as users move from one file server to another, and ensure network security.
3. Monitor available space on network volumes and move, delete, or organize accordingly to maintain adequate disk space for network operations.
4. Resolve problems relating to the operation of the network.
5. Develop solutions to method of installations to ensure smooth operation of the network system.
6. Train department personnel and others on network operations and demonstrate available network resources.
7. Install and upgrade file-servers, routers, work stations, and other computer equipment for County use.
8. Interact with outside agencies for connection to the County network and data and help make changes to County system to facilitate access to County data.
9. Test and recommend software and hardware for County use and to ensure programs and hardware meets the needs of the system's users.

### Knowledge, Skills, and Abilities

Knowledge of information systems analysis, design and development, and programming techniques

Knowledge of networking concepts including bridges, routers, and local and wide area networking protocols

Skilled in conducting needs assessments

Skilled in reading, writing, and basic math

Skilled in document composition

For Office Use Only

Class Code: 2036

Class Title: Network Administrator

FLSA: Exempt

Effective Date: 07/07/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

Skilled in the application of Novell NetWare, Microsoft Windows, Windows, Cisco, and hardware systems

Skilled in analytical problem solving

Ability to coordinate multiple tasks efficiently

Ability to communicate effectively verbally and in writing

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to maintain files, records, and reports

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually noisy. This job regularly operates a motor vehicle.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 60 pounds.

### **Position Type/ Expected Hours of Work.**

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Equivalent to an Associate's Degree in computer information systems or a related field
2. And four (4) years work experience performing professional computer information systems and networking activities

For Office Use Only

Class Code: 2036

Class Title: Network Administrator

FLSA: Exempt

Effective Date: 07/07/2017

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

**Preferred Education and Experience**

- 1. A valid certification in Novell or Microsoft Networking systems is desirable

**Additional Eligibility Qualifications**

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 day so employment
- 2. Selected applicants may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee\_\_\_\_\_ Date\_\_\_\_\_

For Office Use Only

Class Code: 2036  
 Class Title: Network Administrator  
 FLSA: Exempt  
 Effective Date: 07/07/2017  
 Public Safety: No

Worker’s Compensation: Clerical  
 Background Level: I  
 Safety Sensitive: No  
 DOT: No