

Title: Network Administrator	Effective Date: May 11, 2012	Grade: XVI	Job Category: Professional
Prior Title: Network Administrator	Prior Effective Date: July 19, 2011	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position operates under the limited direction of the Network Manager. This position supports and maintains the computer network. This includes planning, designing, installing, configuring, and upgrading network hardware, software, and communication links for optimal performance. The Network Administrator also diagnoses and resolves end user hardware and software problems of high complexity in a timely manner so that end users can accomplish business tasks.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist in managing servers and their operating systems and software, including host email, print and file, database, World Wide Web, security, RAS, VPN and FAX servers. This includes telephone and cellular data systems, and hardware such as PBXs, routers, switches, hubs and UPSs.
- Ensure effectiveness of security solutions, including firewalls, spam filters, anti-virus solutions, and intrusion detection systems.
- Administer end user accounts, permissions, and access rights.
- Perform server and security audits.
- Perform system backups and restores.
- Provide guidance to junior members of the team.
- Work with third-party support and equipment vendors to resolve problems.
- Contribute to team/committee meetings with vendors, staff, and end users to help ensure the success of complex network related projects.
- Assist in developing, implementing and maintaining policies, procedures and associated training plans for network and resource administration and appropriate use.
- Assist in developing business continuity and disaster recovery plans, maintain current knowledge of plans, and respond to emergency network outages in accordance with the plans.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, engineering, or related field plus six years of advanced network experience, OR the educational equivalent to a diploma from an accredited high school plus a minimum of ten years advanced training or work in a network support role. Three years experience from within the Department. Advanced knowledge of the current network hardware and software environment. Occasional overnight emergency travel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

