



Classification and Qualification Standards

LAN Administrator I

PROFESSIONAL ROLE

Career Series: Network/Telecommunications	Grade: F Job Code: 14386	Date Established: 10/16/02 Revised 02/01/05	FLSA Category: Non -- Exempt
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JOB SUMMARY

Under direct supervision, performs duties with limited discretion. Provides Hardware and Software installation, maintenance and support of LAN. Provides data backup and periphery setup and configuration. Troubleshoots network problems and implements solutions. Provides training and assistance to users on LAN operations. Acts as liaison with vendors, Central IT and/or distributed IT for hardware and software. Monitors security issues and contributes to network policy and standards. Coordinates and schedules hardware and/or software upgrades.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1- 1- Maintains LAN hardware and software
- 2- 2- Diagnoses trouble areas and implements solutions
- 3- 3- Communicates with centralized support organizations
- 4- 4- Monitors LAN for performance and availability
- 5- 5- Establishes LAN policy and security objectives
- 6- 6- Available for emergency outage resolution

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Proficient in applicable OS (MAC Windows and UNIX). Proficient in TCP/IP and any other applicable network protocols. Ability to effectively communicate with diverse audiences including non-technical users. Comprehends technical material. Hardware expertise routers, switches, hubs and Network Interface Devices.

Minimum education & experience required (including training, registration & licensure)

Associates degree or 18 mos. relevant experience.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.

