JOB DESCRIPTION

JOB TITLE: Network/Server Administrator	FLSA: Exempt
Department: Information Technology	Date Reviewed: 4/15/2019
Security Sensitive: Yes	Grade: C-43
Reports To: The Director of Information Technology	

Job Summary

Under the direction of the Director of Information Technology, the Network/Server Administrator is responsible for maintaining and continually improving the College's use of infrastructure technology which includes all networking systems and servers that interact with users via desktops and various mobile devices. Network traffic management and monitoring for proper tolerance and a broad range of complex network, server, and security administration in a Microsoft Windows/Cisco environment. Other duties include monitoring for security infractions and performance of systems, maintaining a consistent update schedule for datacenter infrastructure, and adhering to the institution's disaster recovery plan and procedures. The position is responsible for the completion and management of the assigned projects related to this area. The position is also responsible for maintaining the integrity and security of the information stored on the College's network file servers.

Essential Functions

- Maintains and continuously improves the College's datacenter infrastructure;
- Administers and maintains the operation of the campus wireless and local area network;
- Establishes and safeguards network traffic within the campus wireless and local area network and sources of external connectivity;
- Manages access to network resources including network storage, mailboxes, printers etc;
- Manages the traffic on the network to insure proper allocation of resources as needed;
- In the event of network system or server malfunctions, diagnoses the problem and prepares and executes solutions with minimal interruption to basic service requirements;
- Provides enterprise network security support services on campus firewall in a complex inter-networking environment;
- Recommends and implements approved information security policies and procedures;
- Works with Network/Server Specialist to ensure optimal server performance and maintains applications on servers;
- Responsible for overall technical infrastructure design specifications, planning and component implementation;
- Provides assistance in technology strategic planning;
- Tests, monitors and maintains the infrastructure and system applications;
- Recommends and implements changes to improve network security, reliability and performance;
- Researches and provides accurate specifications for electronic resource purchases related to this position;
- Monitors adherence to disaster recovery plan and other contingency plans;

- Backs-up and restores files on servers; provides reliable backup procedures, and operation plans for network\server environment; and monitors daily backup activities;
- Maintains and adjusts group policy and other Windows Domain administrative templates;
- Installs, configures, troubleshoots, and maintains server-based applications running on the network including SQL Server, IIS, and various vendor specific server applications (Manage Engine, BMC Track-IT, etc;)
- Coordinates needs assessments and hardware/software procurement;
- Recommends cost benefit analysis of proposed systems;
- Works with outside vendors as needed to resolve problems and issues with hardware and software products used by the College;
- Responsible for datacenter and network switches deployments, reconfigurations, rewiring, and maintenance;
- Backs up Service Desk, Network/Server Specialist, and Desktop Technicians as needed;
- Ensures that external and internal regulations and policies governing data management are met, including regulations concerning security, audit and privacy;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree in MIS, Computer Science, Computer Engineering, or a closely related field and three years experience in computer networking, server administration, or information technology, or an equivalent combination of education and experience;
- Knowledge of information system development including implementation, and integration of on-line systems and networks; database management and telecommunications systems; applications and changes of hardware and software packages associated with computing systems;
- Ability to maximize the use of facilities, hardware, software and resources;
- Demonstrated knowledge with TCP/IP, WINS, DNS, and DHCP and other Network protocols;
- Demonstrated knowledge of Cisco network devices, firewalls and routers, etc;
- Demonstrated knowledge of centrally managed Wireless Area Networks.;
- Knowledge of Vlan design and implementation;
- Ability to manage project schedules;
- Ability to analyze, interpret and prepare reports, as requested;
- Ability to communicate effectively orally and in writing;
- Proficient in the use of Microsoft Office Windows;
- Excellent customer service and interpersonal skills required;
- Ability to exercise substantial independent judgment;
- Ability to respond to scheduled maintenance and respond to system outages during off-hours.

Preferred Education, Skills and Abilities

- Three to four years experience in computer networking, server administration, and information technology in a Microsoft Server, Cisco Network environment and an Ellucian Colleague ERP environment;
- Work experience in a College environment;
- Experience with MS SQL Server, Cisco networking, and datacenter management.

Work Environment / Physical Requirements

- Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, crawling, and other physical exertion (Examples of work requiring physical exertion include, but are not limited to, physically handling and/or lifting equipment/objects up to approximately 50 pounds, climbing ladders, pulling wire, kneeling and crawling to make repairs, as well as adjusting and/or installing equipment).
- In addition, work requires working above the shoulders and repetitive motion.

Special Requirements

- Ability to meet a flexible work schedule including some evenings and weekends;
- Must complete a Criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

_____   _____
                        Signature   Date