

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

NETWORK ADMINISTRATOR

DEFINITION

Under limited supervision, performs skilled technical work on the City's data and voice networks, including Local Area Network equipment, UNIX and Windows servers, department-specific client/server applications, PBX software and switching equipment, and desktop and mobile PC hardware and peripherals. Performs other duties as needed. This position reports to the Information Services Manager under the Department of Finance and Administrative Services.

EXAMPLES OF DUTIES

Works with the Information Services Manager and Senior Network Administrator in administering the City's data and voice networks, including maintaining, upgrading, and troubleshooting network switches, routers, and servers. Maintains network security and data integrity. Researches, implements, and maintains fixed and mobile access wireless data networks. Administers voice communication systems, including voice recorders and public safety communication links. Configures, maintains, and manages upgrades to client/server software applications. Configures, maintains, and manages upgrades to desktop and portable PC workstations. Researches, recommends, installs and maintains server and network software. Installs, configures, and manages a wide variety of client application software. Performs other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: HP-UX and Microsoft Windows NT & 2000 server operating systems, Layer 2 & 3 networking equipment, TCP/IP protocol suite, firewalls and other network security instruments, 802.11x wireless technologies, desktop and mobile PC hardware and peripheral equipment, client/server software applications, server-based data backup & restore strategies and file management techniques, PC hardware/software troubleshooting and problem resolution, Microsoft Windows 2000 operating system and Office application suites, voice communication technology including PBX, public safety, and voice recording/logging systems.

Ability to: Apply current industry-standard technologies toward the administration of public sector data and voice networks; provide broad and narrow analyses of systems and recommend improvements; manage multiple tasks and projects simultaneously; communicate effectively both orally and in writing; Document current status and progression of systems; assist in training of team members and the user community;

JOB SPECIFICATION
NETWORK ADMINISTRATOR (PAGE 2)

interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: A minimum of four years of full-time, increasingly responsible experience in data and voice network administration.

Education: High school graduation or equivalent. Graduation from college or university with emphasis in computer science, information technology, or related field, and current certification (CCNA or MCSE) desirable.

License: Possession of a valid Class C California Drivers License.

Applicants for this position must submit to a complete background investigation conducted by Daly City Police Department sworn personnel.

R: 02/2007