

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

SENIOR NETWORK ADMINISTRATOR

DEFINITION

Under general supervision of the Information Services Manager, defines, configures, administers, and maintains the City's computer network. Functional areas include Wide Area Network (ISP relations, DNS, remote links, router selection and configuration, firewall/security, Virtual Private Network, web administration, Microsoft Exchange mail system) and Local Area Network (layer 2/3 switch selection and configuration, Microsoft Windows NT domain administration, Microsoft Exchange mail/calendaring system administration, UNIX server administration, and backup/restore strategy), supervises the work of lower level staff, and performs other duties as assigned.

EXAMPLES OF DUTIES

Works closely with the Information Services Manager in the high-level administration and strategy design/implementation of the City's computer network. Takes ownership of projects, to include hardware selection and configuration, security definitions and implementation, NT domain administration, and web internet/intranet solutions. Configures the network for optimal performance. Researches, defines, recommends, and manages VPN strategy, upgrades/additions to server farm, and server-based software upgrades and installations. Refines NT domain security model, and backup/restore strategy.

MINIMUM QUALIFICATIONS

Knowledge of: Network design, architecture, and topology; TCP/IP and other networking protocols, as well as the OSI model; Hardware configuration, to include routers, switches, hubs, and PC-based servers and workstations; Firewall and VPN solutions; Web server administration; Microsoft Windows NT 4.0/2000 server operating systems; Microsoft Exchange Server 5.0/5.5; Network backup/restore strategies; Automated task definition and scheduling.

Ability to: Apply current industry-standard technology toward the administration of the City's network; provide broad and narrow analyses of network systems and recommend improvements; manage multiple tasks and projects simultaneously; communicate effectively both orally and in writing; document current status and progression of network systems; provide mentorship and occasional supervision to subordinate personnel; assist in training of team members and the user community; interact positively and cooperate with co-workers, respond politely to customers, work as a team

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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: Minimum of six years of full-time, increasingly responsible experience in network and systems administration.

Education: High school graduation or equivalent. Graduation from college or university with emphasis in Information Technology or related field, along with any applicable industry certifications is desirable.

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

R: 02/2007