

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Network Administrator
FUNCTIONAL AREA: Information Services Department

WORK OBJECTIVE:

Administrative, supervisory, management, and technical work of more than ordinary difficulty and responsibility in the design, procurement, installation, operation, maintenance, and repair of PC based systems, mainframe terminals, related devices, and administration of computer networks.

An employee in this class is responsible managing the Networking Technology Division of the Information Management Department. This person is responsible for planning, coordination and supervision of all aspects of personal computers, peripheral and terminal equipment as well as assisting various department personnel in developing computer systems. Establishes strategic and short range network plans to meet the needs of the City. Work is to be performed under the general supervision of Information Technical Services Director with a wide latitude for independent judgment.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, and implements computer networking activities including the PC support staff, the IS repair depot, and network support areas.
- Delegates assignments to microcomputer staff and checks work to determine acceptable quality.
- Meets with departmental representatives relative to existing computer operations and future requirements. Designs networks and administers installations.
- Monitors the work of contractors engaged to do computer related work.
- Establishes and administers quality control procedures and standards.
- Meets with PC training staff to develop training materials for City staff.
- Establishes and administers customer service procedures. Estimates time and materials for jobs.
- Meets with vendors to evaluate hardware and software products.
- Orders equipment, controls inventory and equipment.
- Coordinates billing procedures.
- Keeps records and prepares reports.
- Monitors network for system outages.
- Prepares and administers networking budget.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Computer Science or closely related field; supplemented by three (3) to five (5) years responsible technical experience involving network installation, implementation, and administration, to include two (2) years in a supervisory capacity; or an equivalent combination

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of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of the operating characteristics, capabilities, and limitations of personal and micro computer equipment.

Considerable knowledge of computer software, including the characteristics and operation of networking, spreadsheets, word processing, graphics, database managers, electronic mail, communications, and scheduling.

Ability to establish and maintain effective working relationships with subordinates, supervisors, and representatives of other departments.

Ability to plan, assign, and review the work of skilled technicians in a manner conducive to high morale and performance.

Ability to maintain records, control inventories, and prepare reports.

Ability to install personal computer equipment in confined areas.

Considerable knowledge of TCP/IP.

PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.