



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Network Administrator</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Director, Information Technology</u>	FLSA: <u>Exempt</u>	DATE: <u>10/08</u>
DEPARTMENT: <u>Information Technology</u>	JOB CODE: 1046	

DEFINITIONS:

With limited supervision, installs and maintains personal computers, network hardware, software systems and operating systems, and provides technical assistance, training and support to all system users.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Sets up, installs, and maintains new personal computer equipment, network hubs and servers, printers, switches and routers; diagnoses, troubleshoots, and repairs personal computer and network problems; manages network integrity to ensure connectivity to different servers; regularly tests communication network to ensure high level of performance.

Manages network integrity, including verifying connectivity to different servers; manages email system; upgrades network software on personal computers and network servers.

Researches and makes purchase recommendations for all PC and network equipment; evaluates software; prepares purchase requisitions for new hardware and software; documents changes in assets and inventory; maintains licensing agreements to ensure compliance with copyright laws and regulations.

Creates and removes network user accounts; provides technical support for personal computer hardware; replaces boards, hard drives and other componets; works with vendors for repair of equipment under warranty.

KNOWLEDGE AND SKILL:

1. Good knowledge of the principles and practices of computer science.
2. Considerable knowledge of personal computer hardware and software, and computer networks.
3. Good knowledge of Boone County policies and procedures.
4. Skill in planning, organizing and managing projects.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

Technical degree in computer science or a related field and three years experience in operation and maintenance of personal computers and computer networks.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)