MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR

DEFINITION

This position provides highly technical and complex support in connection with Layer 2 & Layer 3 Networks plans, installs, upgrades and maintains both UNIX and Microsoft Windows Server network operating systems; plans, installs, and maintains campus systems; works with the campus systems programmers in maintaining access to the Internet. Responsible for maintaining the UNIX systems on campus so a strong UNIX background is essential.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Organizes, controls, troubleshoots, and maintains the network software on LANs. Systems software includes Microsoft Windows Server, UNIX, and Checkpoint, Splat/Gaia.
- Installs and maintains network system software and server-based applications.
- Determines causes of failures by network software/hardware (including workstations) and implements corrective action.
- Confers with technical systems analysts, systems programmers, and professors to analyze application difficulties and plan new and upgrade existing network installations in conformance with institutional standards.
- Establishes and maintains appropriate security on all network systems.
- Establishes and implements a regular backup procedure for all network servers and systems.
- Assists in establishing procedures to monitor utilization of network software to obtain maximum efficiency.
- Trains technical support staff in network operating procedures.
- Will be assigned to various task teams dependent upon project requirements and user needs.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Common desktop operating systems;
- Network Operating Systems;
- Setting up networks with multiple clients;
- TCP/IP routing and configuration, DHCP configuration, Radius & 802.xx;
- Data*b*ase replication;
- Network performance techniques;

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- Remote access.

Ability to:

- Set up user/group accounts with appropriate security in UNIX as well as Microsoft environments;
- Share network resources;
- Backup and recover network data;
- Install server and workstation software;
- Install application software;
- Audit and monitor network resource usage;
- Design and implement new networks;
- Make minor hardware repairs;
- Understand and carry out oral and written directions;
- Work independently at a variety of assignments requiring technical skills;
- Establish and maintain effective relationships with students, faculty, staff and others contacted in the course of work.

Education and Experience:
An A.S. Degree in Computer Information Systems or a related field; or CISCO certification (CCNA⁄CCNP) and Microsoft Server certification (MCSE). Two years experience in network server administration.

Preferred Qualifications: Experience with LDAP, Active Directory, VDI, *VMW*are, Redhat Enterprise *Virtualization*, Hyper-V, 802.1x, Microsoft System Center, Radius, *HP* ProCurve, Cisco IOS, VPN, Checkpoint, Splat/Gaia

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position
Bending at the waist, kneeling or crouching.

ENVIRONMENTAL ELEMENTS

Office environment.