



City of Casa Grande

Network Administrator

GENERAL PURPOSE: Under general supervision, manages the operations and configuration of network server hardware, operating systems and communications links in a multiple operating system environment, to assure the security and integrity of the City's IT resources.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors system environment, access, security, functionality and utilization; resolves traffic, security, and access problems; assures optimum performance and system integrity; detects and corrects software errors; maintains system stability, data integrity and maximum uptime.
- Configures, operates and administers network server hardware, operating systems and communication links; administers system backups, and performs installations, training and problem resolution for the local, wide area and virtual private networks.
- Monitors error messages, checks network for operating efficiency, makes corrective adjustments to data management settings, and assures system integrity.
- Installs and configures network server software upgrades, file sharing and domain security protocols; monitors application functionality, and tunes it for optimum performance; detects and corrects software errors; prepares and updates technical documentation.
- Monitors network security and virus updates; administers e-mail systems; installs and maintains local and remote access; creates user accounts, resource and distributions lists.
- Maintains inventories of equipment; tracks and monitors registrations and licenses.
- Consults with users to identify concerns, and implements changes to improve content and service; identifies current and potential network problems, and provides recommendations for technical corrections and strategies to prevent disruption to the systems.
- Responds to service requests; provides technical support to users; reviews utilization trends, identifies functional inconsistencies, and resolves operational issues.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Computer Science, and five (5) year's computer support experience, including (3) year's network administration experience in a multi-platform environment; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
 - Knowledge of network system access and security guidelines and procedures.
 - Knowledge of network hardware and software troubleshooting techniques.
 - Knowledge of Windows, Netware and Linux network operating systems.
 - Knowledge of computer languages, technologies and protocols.
 - Knowledge of networked computer system environments and device capabilities.
 - Knowledge of the design and maintenance of relational databases, network operating systems and servers, and other software applications unique to City departments.
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- Skill in resolving computer network problems in a multiple operating system environment.
 - Skill in researching, analyzing and evaluating new computer system methods, applications, procedures and techniques.
 - Skill in analyzing and modeling multi-functional data flows and infrastructure requirements.
 - Skill in analyzing hardware and software malfunctions and determining effective solutions.
 - Skill in establishing and maintaining cooperative working relationships with City employees.
 - Skill in operating a personal computer utilizing a variety of software applications.
 - Skill in assessing and prioritizing multiple tasks, projects and demands.
 - Skill in following and effectively communicating technically complex instructions.

Special Requirements: Various computer software applications; may be required to obtain additional specific computer programming skills and technical certifications.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.