

NETWORK ADMINISTRATOR

GENERAL STATEMENT:

Under the guidance of the Director of Network Support Services, installs, maintains and monitors the operation of the wide, wireless, and local area networks at TVCC.

REPORTS TO:

Director of Network Support Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in a computer related field preferred or Associates degree in a computer related field with certificate(s) in networking and microcomputers or equivalent work related experience.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Minimum of three (3) years' experience in information technology services directly related to the duties and responsibilities listed below if the candidate has a Bachelor's or Associates degree. Minimum of three (3) years' experience in information technology services directly related to the duties and responsibilities listed below if candidate has a certificate. Military or work related candidates should have a minimum of six (5) years extensive experience in information technology services directly related to the duties and responsibilities listed below.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Provide engineering and support services for the TVCC network consisting of wide area network links, routers, and network switches.
- Work as a member of the Network and Telecommunications team to coordinate network repairs, upgrades, equipment replacements, cable installations and other duties as needed in supporting the campus networking infrastructure.
- Provide project management including project planning, implementation and successful execution of project including technical network design, network diagrams, and detailed network documentation supporting TVCC data network infrastructure.
- Provide installation, configuration, diagnosis and resolution of network systems, routers, switches (layer 2 & 3).
- Maintain SNMP monitoring software on all major network equipment and connections to ensure that the network is functioning
- Install and maintain UPS devices on all campus locations of TVCC.
- Provide installation, configuration, diagnosis and resolution of security devices including firewalls, intrusion detection devices, anti-virus, anti-spam, etc.
- Provide installation, configuration, diagnosis and resolution of issues related to TVCC's wireless network system.
- Provide installation, configuration, diagnosis and resolution of issues related to TVCC's electronic key lock system.
- Directly responsible for the implementation, installation, support, training and maintenance of the selected unified communication system (VoIP) system.
- Provide installation, configuration, diagnosis and resolution of TVCC's surveillance system.

NETWORK ADMINISTRATOR

- Advance configuration of network management tools
- Design and development of web pages and FAQs for the TVCC web server
- Excellent teaming, oral, written and communication skills.
- Must work well independently and as a contributing member of a team; and demonstrate strong communication, written and presentation skills.
- Other duties as assigned by the Director of Network Support Services

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to lift, push, or pull 30 lbs.
- Entails climbing a ladder.
- May require travel to and from various TVCC campuses.
- May be required to be “on call” for emergency situations requiring emergency resolutions.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 10/1/04

Revised: 4/6/2015

JD624