



Job Classification Description

Assistant Local Area Network/System Administrator Non-Bargaining Unit Position

Grade 11

BASIC FUNCTION

This position serves as an assistant to the LAN/Systems administrator, with responsibilities for the local area network, including server management, infrastructure, and security.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Assist the LAN/System Administrator in various campus-wide network duties.
- Coordinate the replacement, distribution and redistribution of academic lab/student use computing equipment.
- Mentor and train other Information Technology staff and student employees in the role of computer technicians for Information Technology Services. Supervise the work of student employees.
- Serve on various college or VSC Information Technology committees or Centers of Expertise as assigned.
- Consult regularly with other Information Technology staff to exchange information, resolve issues, assess customer service, and participate in planning and quality improvement activities.
- Keep current on technologies and developments in the field through relevant training and certification programs and conferences.
- Assist with providing training for other members of the college community.

SUPERVISION RECEIVED

Supervision may be received from the LAN/System Administrator, Asst. Chief Technology Officer or Chief Technology Officer.

SUPERVISION EXERCISED

Supervision of student workers.

MINIMUM QUALIFICATIONS

August 4, 2004

Asst LAN/Systems Administrator

Associates Degree in computer science or a related field, with a Bachelor's Degree preferable, and two to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Certifications from relevant manufacturers and organizations preferred.

- Two to four years of technical experience in a multi-platform desktop system environment.
- Two to four years experience with a complex local area network.
- Broad base of technical and problem solving skills.
- Evidence of strong planning and project management skills.
- Good communication skills and an ability to deal effectively with a variety of college and system constituents.
- Some supervisory experience.
- Evidence of a focus on customers and service.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.