



## Job Description Classification

**Local Area Network/System Administrator  
Non-Bargaining Unit**

**Grade 13  
Exempt**

### **BASIC FUNCTION**

This position is responsible for all aspects of the local area network including server management and infrastructure.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Installation, configuration, monitoring and maintenance of all local servers.
- Implements best practices regarding network and server security, backups and access.
- Stay current with new technologies and developments in the field. Attend relevant training and certification programs.
- Participate in planning project management associated with Information Technology Services such as researching and evaluating hardware and software.
- Consult regularly with other Information Technology Staff to exchange information, assess customer service, resolve issues, and participate in planning and quality improvement activities.
- Serve on various college committees as assigned; perform other relevant duties as assigned.
- Installation, configuration, monitoring and maintenance of all local network infrastructure including hubs, switches and routers.
- Implement custom solutions through tools such as scripting.
- Mentor and train faculty and staff.

### **SUPERVISION RECEIVED**

Direct supervision from the Chief Technology Officer or Assistant Chief Technology Officer.

### **MINIMUM QUALIFICATIONS**

Associates Degree in relevant field or equivalent combination of education and experience. Bachelor's Degree in relevant field and relevant certifications desirable.

- Two to four years experience in system administration in a dynamic, multi-platform server environment.
- Two - four years experience in administration of a complex local area network.
- Evidence of strong planning and project management skills.
- Ability to deal effectively with faculty, staff and students.
- 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.**