VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NETWORK ADMINISTRATOR I

BASIC FUNCTION:

Under the general direction of the Associate Vice Chancellor, Information Technology, implement and maintain data and voice communications systems that support administrative and instructional needs.

DISTINGUISHING CHARACTERISTICS:

A Network Administrator I installs and maintains networks. In comparison, a Network Administrator II provides technical direction to lower-level staff and, under minimal supervision, performs the most complex network administration work which includes responsibility for designing networks, planning and overseeing network projects, recommending policies and procedures pertaining to network operations, and collaborating with vendors and making decisions regarding purchases.

REPRESENTATIVE DUTIES:

Serve as the District’s network administrator for various locations; assist in the implementation of policies and procedures relating to network operations, security, and controls such as user access and re-routing. E

Complete projects related to the design, development, enhancement, maintenance, and implementation of local and wide area networks and related equipment; perform troubleshooting to identify network problems; take corrective actions to restore connectivity and network services to optimal service levels. E

Assist in the design and maintenance of network infrastructure standards, including but not limited to routers, switches, firewalls, servers, and wireless and other network resources. E

Implement and maintain technologies to ensure the security of all network and system resources; create and apply new firewall rules or modify existing rules to accomplish organizational objectives. E

Install, administer, and troubleshoot telecommunication network equipment and telephones; provide technical assistance related to the maintenance of wireless communication devices, telephones, and voice messaging systems; may install wire and cabling in ceilings and walls. E

Install, repair, and maintain District security equipment including video surveillance cameras, building access control systems, badge readers, alarm codes, mass notification systems, and related software. E

Perform other duties as assigned.

E = essential duties
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Industry standard best practices for networking
Routing hardware, software, and protocols
Firewalls and perimeter security, including strong encryption methodologies
Principles of Wide Area Network (WAN) implementation in a multi-site environment, including dedicated leased lines and microwave/wireless technologies
Principles of Local Area Network (LAN) implementation, including VLAN implementation
High-speed LAN and WAN technologies
Remote access methods, including Virtual Private Network (VPN) technologies
Open source and commercial network management systems, including knowledge of SNMP
Principles of network monitoring, including usage, performance, and bandwidth management
Network troubleshooting techniques, including use of packet capture devices
Network services such as DNS and DHCP
Principles of networking a wide variety of operating systems
Principles of auditing network security, including log review and the use of filtering, tracking, and event correlation tools
Intrusion detection and prevention systems
Principles of wireless technologies and options, both local and carrier
Principles of technical report writing

ABILITY TO:

Identify network system issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations
Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships
Work on multiple projects simultaneously
Work under changing and intensive deadlines with frequent interruptions
Prepare clear, concise, and comprehensive technical reports

EDUCATION AND EXPERIENCE:

A bachelor’s degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND two years of experience installing and maintaining local and wide-area networks and communications equipment.

OR

An associate degree, preferably with coursework in management information systems, computer science, information technology, or a related field AND four years of experience installing and maintaining local and wide-area networks and communications equipment.
NETWORK ADMINISTRATOR I (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment with time spent in computer hardware housing areas
Variable hours, including evenings

PHYSICAL ABILITIES:

Ability to sit, stand, and walk for extended periods of time
Ability to work safely in confined spaces
Normal vision to install and troubleshoot network systems
Dexterity of hands and fingers to operate a computer keyboard and utilize hand and power tools
Ability to safely lift heavy equipment and supplies
Ability to work safely at heights, including the use of ladders and other related equipment

HAZARDS:

Risk of electrical shock due to exposure to computer hardware and moving mechanical parts
Extended use of keyboard and mouse
Extended viewing of a computer monitor