

JOB TITLE: **WIDE AREA NETWORK ADMINISTRATOR**

REPORTS TO: Supervisor, Technology Services

POSITION PURPOSE:

Maintains efficient functional systems, networks and communication connectivity for all users, keeping current on new developments for all assigned areas, including continually doing feasibility studies on how new products/technology would fit into our existing system/WAN/LAN infrastructure and developing implementation plans for the changes/upgrades. Analyzes, plans (including long-range planning), tests, implements and trouble shoots our systems, wide area network and communications network systems. The decisions determined by the investigative work performed by this position and decided upon by advisory members guides the duties/tasks of the other team members.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries no administrative authority or responsibility.

ESSENTIAL JOB FUNCTIONS:

1. Management and administration of the computer systems infrastructure for the MESD client base including capacity/feasibility planning, new installations, upgrades, configuration, feature functionality testing, user accounts, maintenance, troubleshooting, back-up systems, security procedures, user connectivity, remote control system management, etc.
2. Management and administration of MESD s networks, including WAN/LAN infrastructure, including server capacity/feasibility planning, new installations, upgrades, configuration, feature functionality testing, user accounts, maintenance, trouble shooting, back-up systems, security procedures, user connectivity, remote control system management, etc.
3. Management and administration of MESD s communication s networks (data and video), including being liaison with OPEN, phone companies and vendors which provide our communication networks, including capacity/feasibility planning, new installations upgrades, configuration, feature functionality testing, trouble shooting, security procedures, user connectivity, remote control system management, etc.

4. Manages application mini-computer and microcomputer servers on the WAN. Analyzes, plans (including long-range planning), tests, implements and troubleshoots these systems, including capacity/feasibility planning, new installations, upgrades, configuration feature functionality testing, user accounts, maintenance, troubleshooting, back up systems, security procedures, user connectivity, etc.
5. Research and development functions including developing/integrating automation within the network infrastructure, i.e., writing/implementing programs to automate procedures.
6. Develops web applications and interfaces relating to our WAN application systems.
7. Mentors and trains other members of the response team and other technical support staff.
8. Coordinates and performs project planning and project management responsibilities which may include establishing priorities, specifications and approaches, organizing, staffing and scheduling, working with others to complete the project, and tracking and following up on progress.
9. Coordinates and performs appropriate documentation tasks; reviews drafts and revisions, and ensures reports and communications meet customer and department quality, service and other requirements.
10. Responds immediately to troubleshoot and fix network problems and develops changes to systems or procedures to avoid a reoccurrence.

OTHER JOB FUNCTIONS:

1. Provides back-up support to other positions in case of absence or work overload.
2. Attends department and other staff meetings.
4. Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed in an office and computer operating environment; involves sitting, walking, lifting up to 40-pound loads, and requires hand/eye coordination in the efficient operation of computers and related equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Outstanding computer programming skills using a variety of languages such as Perl, C and Unix scripts.
- An in-depth understanding of computer operating systems such as Linux, Unix, MPE, NT.
- Demonstrated ability and interest in learning new computer languages and operating systems.
- Effective and creative problem solving, diagnostic and troubleshooting skills.
- Effective project management planning and evaluation skills.
- Effective team leadership skills and the ability to interact with others, communicate effectively and prepare and present technical or other reports to groups or individuals.
- Continuing interest in professional growth and development.
- Ability to physically perform assigned duties.
- Valid driver s license and available vehicle.
- An in-depth understanding of wide area networks, their components, and the necessary management tools for effective operation.
- An understanding of computer operating systems such as Unix, MPE, NT.
- An in-depth understanding of the Internet, IP and the systems necessary to provide Internet services such as e-mail, DNS, FTP.

EDUCATION AND EXPERIENCE:

Associate s degree in computer science or equivalent. Training/experience in computer science developments may be substituted for an Associate s degree. Five years in medium to large mini-computer operating system and/or programming experience, experience with the design and management of a wide area network, or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

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