



SYSTEM ADMINISTRATOR

DEPARTMENT: INFORMATION TECHNOLOGY
GRADE 23

CHARACTERISTICS OF THE CLASS:

Under the general direction of the Manager of Technical Services, performs day-to-day administrative tasks, including account creation, maintenance of NT files Systems and system backups.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Create/disable new users and assign appropriate rights
2. Creation of network printers and troubleshooting problems
3. End user network support
4. Resolving connectivity issues on LAN
5. Creation and maintain division desktop images. I.E. City Hall, Fire, & Police images
6. Responsible for desktop network application upgrades
7. Provide user assistance and training.
8. Perform other work as assigned.
9. Work independently on assigned projects

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Associate's Degree from an accredited College or University in Computer Science or related field; supplemented by one - (1) year's experience in administering Microsoft NT environment; or an equivalent combination of training and experience. Experience should include (2) year's experience in the installation and technical support of MS DOS and MS Windows environments.

B. Knowledge, Abilities and Skills:

Knowledge of Windows NT, Windows 9.x, Windows 3.x

Knowledge of LAN design

Knowledge of networking hardware

Knowledge of multi-user computing

Knowledge of database management and reporting systems

Knowledge of hardware assembly and troubleshooting

Ability to utilize strong analytical skills and problem solving methods.

Ability to communicate effectively, orally and in writing and to write concise and clear reports.

Ability to relate technical information to non-technical personnel.

C. Physical Requirements: 4

D. Environmental Requirements: 1

E. Sensory Requirements: 2, 6, 7, 8, and 9

Class: professional/TBD Revised on 12/99