

**Title:** Network Administrator  
**PG:** 60  
**Status:** Civil Service  
**Position Reports to:** Network Manager  
**Department:** Information Technology

**Class Code:** 2139  
**Date:** 12/08

### **GENERAL DESCRIPTION OF CLASS:**

This is highly responsible and specialized technical work dealing with the City of Lakeland network development and ongoing needs. The position is responsible for providing technical services to the development, operation and maintenance of complex network technologies. The Network Administrator provides general supervision, but the employee has considerable latitude for independent judgement in coordinating systems and applications. An employee in this classification is responsible for the testing, implementation, upgrades and quality control of all network systems. Work is reviewed by appraisal of accomplishments, effectiveness of project completion and conformance to established goals and policies.

### **ESSENTIAL FUNCTIONS:**

1. Provides technical service in the development, operation and maintenance of complex computer systems, programs and applications.
2. Assists Project Management to include Budget Analysis, scheduling, specification writing, contract negotiation, and report preparation.
3. Supervises and evaluates Network Technicians.
4. Review the performance and design of communication networks and software.
5. Prepares and maintains the necessary records, reports, and documentation including network performance reports.
6. Implement security policy as required by Information Security Program.
7. Participate in root cause analysis for unscheduled system outages.
8. Develop scripts as necessary to increase operational proficiencies.

### **ADDITIONAL RESPONSIBILITIES:**

1. May participate in the preparation of the annual budget by preparing purchase, maintenance and other cost information for inclusion.
2. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of computer software and hardware, management information systems and anticipated developments in automation technology.
2. Ability to learn the operation of the City, its departments and their functions.
3. Ability to apply new technology and developments to meet the City's needs.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to interact and maintain effective relationships with supervisors, subordinates and other employees to accomplish the required tasks.
6. In depth knowledge of UNIX and/or Microsoft Windows operating system(s).
7. Thorough knowledge of network communications including protocols, switching and routing.
8. Ability to be a self-starter with a strong willingness to learn in a challenging work environment.
9. Ability to stay abreast of new technology and apply it to meet the City's future needs.
10. Thorough knowledge of TIA/EIA standards for structured data wiring.
11. Ability to demonstrate good interpersonal skills.
12. Strong analytical skills.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in information technology, computer science or a closely related field.
2. Four (4) years of responsible experience in the field of information technology, including network and systems administration.
3. An equivalent combination of education and experience, which is directly related to the foregoing specific requirements, may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.