



COUNTY OF YORK JOB DESCRIPTION
Network Administrator
Financial & Management Services
Computer Support Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for assisting the Network Manager with the administration of the County's Windows Servers and Wide Area Network. Shares responsibility for client/server configuration, Internet connectivity, state and federal agencies, e-mail, network applications, electronic file storage and printers. Assembles, installs, and troubleshoots network components, routers, servers, ancillary equipment and software. Work is performed under the general supervision of the Network Manager.

ESSENTIAL JOB FUNCTIONS

Administers local area networks for County Administration, Financial and Management Services, General Services, Community Services, Environmental Services, Commissioner of Revenue, Office of the Treasurer, Registrar, and virtual private networks for remote access. This includes servers dedicated to file storage and printing, SQL databases, Internet Information Server, Exchange Server, VMWare Infrastructure, and Remote Desktop Servers. Maintains security and integrity of government records and files stored electronically.

Performs network installation to include operating systems, network cards, switches, routers and servers. Assembles, installs, and troubleshoots microcomputers, server, printers, tape drives, modems, and other equipment; replaces defective parts; repairs and cleans equipment and components; performs preventive maintenance when possible. Installs network wiring when required.

Performs Cisco router configuration changes as determined by the Network Manager.

Provides on-line and telephone support to Computer Support Specialists.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of Windows 2008/2012R2 (or latest upgrade), and associated networks, Exchange 2010 (or latest upgrade), and MS Office.

Thorough to comprehensive knowledge of Cisco routers, switches, and firewalls.

Skill in administering Microsoft Windows networks and active directory structures.

Skill in writing scripts (e.g. PowerShell or Visual Basic scripts for network logins or to modify software installation).

Ability to perform quality control and to counsel, supervise, and train assigned staff effectively and objectively.

Ability to manage a wide area network and personal computer support.

EDUCATION AND EXPERIENCE

Certification as a Microsoft Certified Systems Engineer or MCTIP, BS in computer science, or a related field, and 3 to 5 years of experience in computer networks (Microsoft), data communications, computer support; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Requires an acceptable criminal background investigation, including an acceptable applicant fingerprint check required by the FBI's Criminal Justice Information Services Security Policy. Requires a valid Commonwealth of Virginia operator's license.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, plotters, printers, copiers, facsimiles etc. Must be able to lift and install a 50 pound computer, and be able to move objects weighing up to 55 pounds as needed. Must be able to climb ladders and work in ceiling and crawl spaces.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from supervisor.

Language Ability: Requires the ability to read a variety of reports, maps, articles, legal documents, software and hardware documentation, manuals schematics, etc. Requires the ability to prepare maps and technical reports, memoranda, presentations, analyses, etc., using prescribed formats and conforming to the rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people or individuals with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and understand and apply the theories of geometry and descriptive statistics and statistical references.

Form/Spatial Aptitude: Requires the ability to visualize physical structures; and to visualize how to divide complex-shaped patterns into sections.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using mapping and office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____