

## NETWORK ADMINISTRATOR

Code No. 3-20-003  
(80 Hour: 3-20-022)  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical data processing position responsible for administering and participating in the maintenance and operation of computer networks. Work involves analyzing hardware and software network problems, researching new products, and coordinating workshops. The employee reports directly to and works under the general supervision of a higher-level staff member. Supervision may be exercised over subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Administers personal computer networks and is part of the communications and connectivity team;

Analyzes and takes corrective action of computers and data communications hardware and software network problems;

Researches and evaluates new products;

Maintains up-to-date knowledge of new trends and technology for computer hardware, software, and networking;

Assists in data communication problem solving, operation and design;

Coordinates and conducts computer workshops for users to provide up-to-date information and support;

Demonstrates and trains users in the operation and maintenance of computer hardware and software;

Configures department workstations and networks;

Ensures security and efficiency of computer systems;

Tests new computer hardware and software;

Consults with vendors, distributors, and users regarding the purchase of computer hardware, software and networks.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of micro-computer and product technology; good knowledge of logical operations of computers and data communication devices; working knowledge of data processing methodology and techniques including documentation of data security; ability to define and recommend micro-computer hardware and software; ability to detect and resolve severe micro-computer breakdowns and problems; ability to develop and conduct workshops related to micro-computer operation and maintenance; ability to deduce

problems logically; ability to configure work stations and networks; ability to establish and maintain effective working relationships; initiative; patience; dependability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Computer Technology, Data Processing, Management Information Systems, plus two (2) years paid full-time or its part-time equivalent experience responsible for the maintenance, configuration or installation of micro-computer hardware and software; OR,
- (B) Graduation from a regionally accredited college or university with an Associate's degree in Computer Science, Computer Technology, Data Processing, Management Information Systems, plus four (4) years experience as defined in (A) above; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** September 9, 1993

**REVISED:** November 4, 1999