



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Network Administrator II  
Department: 33 Information Technology  
FLSA Status: Non-Exempt  
Job Code: 284A  
WC Code: 8810  
Effective Date: July 1, 2002  
Last Revised: May 9, 2017  
Pay Grade: A22  
Union: AFSCME

#### SUMMARY

The Network Administrator II provides for the stable operation of the local computer network activities. This includes planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links. The employee will analyze and resolve end user hardware and software computer problems of the most complex nature in a timely and accurate manner and provide end user training where required. Responsibilities include the design and maintenance of the Storage Area Network (SAN) under the County's *Disaster Recovery Plan*. Incumbent is responsible for assuring adequate County disk storage for the purposes of network administration. Work is performed under the direction of the Information Technology Program Supervisor who reviews work primarily on the basis of results attained and direct feedback from user departments.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only): Any single position in the classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Manages network hardware and equipment including routers, switches, hubs and wireless access points.
2. Installs, configures, maintains and troubleshoots end user workstation hardware, software and peripheral devices. Provides support and consultation to lower level Network Administrators as necessary.
3. Designs and maintains the *County's Disaster Recovery Plan* and is responsible for the Storage Area Network (SAN) and other critical elements of the plan.
4. Responsible for the integrity of data on both SAN and data restored from storage tapes; maintains test backups.
5. Monitors and assigns storage utilized for the County network and by County network users.
6. Maintains the virtual machine server *farm* at the County data center.
7. Manages email, print, and backup servers and their associated operating systems and software.

8. Manages security solutions, including firewall, antivirus and intrusion detection systems.
9. Maintains a backup of all files, security and rights.
10. Maintains end user accounts, permissions and access rights.
11. Prepares and proposes departmental policies and procedures for review and adoption, maintains working knowledge of all departmental policies and procedures, and provides associated training for network users.
12. Conducts research on network products, services, protocols and standards in support of network procurement and development efforts, or reviews research conducted by lower level Network Administrators.
13. Adheres to confidentiality provisions/regulations including but not limited to SB583 Oregon Identity Theft Protection Act, HIPAA (Health Insurance Portability and Accountability Act), PCI DSS (Payment Card Industry Data Security Standard), GLBA (Gramm-Leach-Bliley Act) and SOX (Sarbanes-Oxley Act). Acts as a departmental resource for HIPAA related compliance issues.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties. May provide general direction and oversight to lower level Network Administrators.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Incumbents must possess considerable knowledge of networks; computer operations and applications; programming languages; and ability to understand departmental requirements as necessary to develop effective information processing applications and systems analysis.

#### EDUCATION AND EXPERIENCE

A Bachelor's degree in data processing, network administration, computer science or related field; and five (5) years of progressively responsible network, programming and systems experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Problems encountered generally revolve around programming and/or network systems development errors that could impact the services provided by the user department(s). Those services include payroll, budget, assessment/taxation and investments. Computer errors could impact the County by creating financial loss, generating the need for extra work time and/or public embarrassment.

#### JOB CONTACTS

This position requires frequent contacts with other County departments to collaborate in the development of computerized applications and/or systems. This position also occasionally works with state and federal regulatory agencies to ensure compliance with rules and regulations or to provide requested data.

#### LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; successfully convey technical information to users; and establish and maintain effective working relationships with other employees and County departments.

#### MATHEMATICAL SKILLS

Ability to work with concepts such as probability and statistical inference, as well as fractions, percentages, ratios, and proportions in practical situations.

#### REASONING ABILITIES

Ability to effectively analyze, schedule and execute tasks to resolve computer and/or user errors.

#### OTHER SKILLS AND ABILITIES

None.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid Oregon State Drivers' License; safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office setting. Employees are required to perform considerable work on computer terminals and are occasionally required to lift/carry boxes of paper and/or computer equipment. The position is on a rotating on-call list for response to infrequent computer/network malfunctions. The position is often impacted by deadlines, extreme accuracy requirements and changes in priorities of multiple tasks.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about Work Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending Forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop Position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing Stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - Hands and Knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Strength	<b># of pounds = 40 lbs.</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving Carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry Items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity / Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid Mental/Hand/Eye Coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish Colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish Shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth Perception	Describe: Normal to operate computer			
<input checked="" type="checkbox"/>	Ability to Hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Required	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area / Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder / Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>