



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Network Administrator I  
Department: Information Technology  
FLSA Status: Non-Exempt  
Job Code: 3349  
WC Code: 8810  
Effective Date: October 1, 1995  
Last Revised: July 12, 2011  
Pay Grade: A19  
Union: AFSCME

#### SUMMARY

The Network Administrator I 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 in a timely and accurate manner, and provide end user training where required. 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 this classification will not necessarily involve all of the listed duties below, and other positions will entail 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.
3. Manages email, print and backup servers and their associated operating systems and software.
4. Manages security solutions, including firewall, antivirus and intrusion detection systems.
5. Maintains a backup of all files, security and rights.
6. Maintains end user accounts, permissions and access rights.
7. Participates in the development and maintenance of departmental policies and procedures, maintains working knowledge of all departmental policies and procedures, and provides associated training for network users.
8. Conducts research on network products, services, protocols and standards in support of network procurement and development efforts.

- 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).

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

#### 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 three (3) 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 mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to 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 are subject to a background investigation, including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Employee must pass 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 noise level in the work environment is usually moderate. 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 duties.

# 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 - ½ 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 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 Coordination	<input checked="" type="checkbox"/>	<input 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 and 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area / Slippery	<input 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"/>