



Josephine County, Oregon

Human Resources Office

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

POSITION DESCRIPTION

Job Title: Network Administrator II
Department: Information Technology
FLSA Status: Non-Exempt
Job Code: 50
WC Code: 8810
Effective Date: July 1, 2002
Last Revised:
Pay Grade: A20
Union: AFSCME

SUMMARY

Directs and coordinates local area computer network activities by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Establishes and maintains network users, user environment, directories, and security.
2. Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs.
3. Remains abreast of changes in user and system software and hardware requirements.
4. Monitors and administers the network, keeping system information up-to-date in a network log.
5. Updates the operating system, including hardware and software, as required.
6. Installs, upgrades, and configures network printing, directory structures, rights, security, and software on file servers.
7. Performs network troubleshooting to isolate and diagnose common network problems.
8. Loads and updates software applications as required.
9. Manages memory usage of the network, network printing, and network technical resources.

10. Maintains a backup of all files, security, and rights.
11. Have a current certification in any two of the following : MCSE (Microsoft Certified Systems Engineer), CNE (Certified Novell Engineer), LPIC Level III (Linux Professional Institute Certification), or comparable.
12. Have five years experience as a network administrator working with Josephine counties network infrastructure or comparable network infrastructure.
13. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Meeting the above requirements does not necessitate automatic promotion to this position. The IT manager will make the determination based on resource requirements and budgetary constraints.

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.

Considerable knowledge of networks, computer operations and applications; programming languages; county government operations (such as fund accounting, land use planning, assessment and taxation) as necessary to develop effective information processing applications and systems analysis.

EDUCATION AND EXPERIENCE

A Bachelors degree in data processing, public/business administration or related field; and three 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

The most common consequence of error would involve a programming and/or network systems development error that would impact the services provided by the user department(s). This would include such areas as payroll, budget, assessment/taxation and investments which could impact the County in the area of financial loss, additional work time to correct the problem and embarrassment.

JOB CONTACTS

This position requires frequent contacts with other County departments to work with them in the development of computerized applications/systems. This position also works occasionally with state and federal regulatory agencies to ensure compliance with their requirements and to provide requested information.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; successfully convey technical information to users; 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 analyze and evaluate the needs of a user department to design and implement a new or modified computer system; identify and resolve computer and/or user errors.

OTHER SKILLS AND ABILITIES

CERTIFICATES, LICENSES, REGISTRATIONS

PHYSICAL DEMANDS

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.

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 environment. Incumbents are required to perform considerable work on a computer terminal and are occasionally required to lift/carry boxes of paper (approximately 40 pounds) and/or computer equipment. Position is impacted by urgent time deadlines (various reporting and filing requirements), repetitiveness, need for extreme accuracy, attention to detail and the need to shift attention before tasks are completed (balancing user demands, telephone interruptions). The position is on-call on a rotating list to respond to computer malfunction which is infrequent.

Problems encountered generally revolve around troubleshooting programming applications and resolving of software and/or hardware malfunctions.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

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 checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & 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	# of pounds = 50lbs			
<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 type="checkbox"/>	Dexterity/Coordination	<input checked="" type="checkbox"/>	<input 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 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"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Normal to operate computer	
<input type="checkbox"/>	Ability to hear	Normal Speech Level:	
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:	

Exposure - Environmental Factors

<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input 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"/>