State College of Florida, Manatee-Sarasota
Job Description

Job Title:          Network Systems Administrator
Reports to:       Senior Systems Administrator
FLSA Status:  Exempt
Level:           211
Position Class:

Job Summary:
Provides support in the installation, maintenance and support of the College's campus-wide network, cabling, hardware and software systems. This will include managing routers and switches, as well as edging applications that integrate voice, wireless, and security into the network; building networks and multilayer switched networks; and securing converged wide area networks and the optimization of such converged networks.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Assembles and configures network components and associated services.
2. Sets up and maintains basic network operations, including assembly of network hardware, and provides assistance to the Sr. System Administrator and Director, Network Services.
3. Performs network troubleshooting to isolate and diagnose common network problems.
4. Upgrades network hardware and software components as required.
5. Installs, upgrades and configures network printing, directory structures, rights, security, software and files services.
6. Provides users with network technical support.
7. Responds to needs and questions of users concerning their access of network resources.

8. Establishes network users, user environments, directories, and security for networks being installed.

9. Installs and tests necessary software and hardware.

10. Performs other duties as assigned.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate’s degree or equivalent from a two-year college or technical school and one to three years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  None required for this position.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills**
  Cisco network routers, switches, security firewall, VoIP
  3Com switches, wireless access points and wireless management
  Windows OS, Windows Server OS, Linux OS

- **Certificates and Licenses**
  CCNA and Network+ preferred
Responsibility for People and Property:
This position has no responsibility for people and property.

Responsibility for Communication:
• **Internal Contacts**
  This position has routine contact with all levels of College faculty and staff.

• **External Contacts**
  This position has occasional contact with hardware and software vendors.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

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.

While performing the duties of this job, the employee is routinely required to sit. The employee is frequently required to use manual dexterity, reach with hands, arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift up to 10 pounds.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to
attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
<th>Signature</th>
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<tbody>
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<td>Preparing Manager</td>
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