



City of Peoria

HUMAN RESOURCES

Title: Network Administrator

FLSA STATUS: Exempt from overtime under FLSA..

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Network Support Supervisor
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Microsoft Certified Systems Engineer upon hire.
 - ACJIS TOC-D within 6 months of hire.
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to manage local and wide area networks and communication systems, resolve matters and serve as the network resource for the City. Configures and monitors systems; deploys software and upgrades; installs and configures hardware; monitors backup systems; provides technical support to Technicians, Application Analysts and end users; maintains and configures citywide VOIP services; evaluates new technologies, including software and appliances as relates to management of the network.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Administers the City's Remote Access systems.
2	Administers LAN security and Active Directory.
3	Provides technical support of various business applications, systems, and projects.
4	Administers the City's content filter system (Websense).
5	Backs up file servers, application systems, and databases in order to enable restoration of system operation in the event of a system or user failure.
6	Administers and configures all VOIP related hardware and software systems.
7	Installs servers in the racks.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” 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.				
Sedentary	Light	Medium	X	Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

Work Environment for this position is indicated below with “X” 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.			
Office	X	Outdoors	Vehicle
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, servers, printers, scanners, copy / fax machine, and related software, application appliances, label maker, fluke.

PROTECTIVE EQUIPMENT REQUIRED:

None required.