



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**NETWORK ADMINISTRATOR**

**FLSA Status :** Exempt  
**Bargaining Unit :** GPEA  
**Salary Grade :** C40

**CLASS SUMMARY:**

The Network Administrator is the second level in a two level Technical Support Information Technology Series. Incumbents are responsible for updating and monitoring network operations and resources; maintaining servers, tuning systems, troubleshooting network and connectivity problems. The Network Administrator will handle service requests, network back-ups, recommend and implement computer imaging systems, determine and schedule system updates, and make recommendations regarding equipment and software lifecycle and compatibility parameters.

The Network Administrator is distinguished from the Computer Services Technician by its focus on development, implementation and security of the City's network.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Responds to network related help-desk requests determining work order priorities, supporting software issues, and resolving user desk-top problems.
- Creates, modifies, and reviews network health reports and logs to include server health, internet usage and network health reports; shares relevant information with management; determines if servers are running properly and if bottlenecks exist on the network; and identifies, monitors, troubleshoots and solves network connectivity and performance issues.
- Reviews, tests and installs updates and upgrades to various server operating systems (physical and virtual), server/network hardware and certain global applications; tests and installs updates to specialized hardware to include servers, network switches, firewalls and SAN devices; schedules and notifies users of system downtime; determines which updates are appropriate and safe and modifies settings/scripts to ensure upgrades do not affect processes or systems.
- Designs, modifies, enhances and installs computer, VoIP, and wireless networks.
- Researches, recommends, purchases, installs, maintains and allocates server, network and SAN hardware and software and integrates it with the existing network.
- Maintains server room equipment, recommends major changes and determines and implements minor changes to configurations, access, and general load balancing, and determines physical access requirements.
- Determines and records necessary system and network documentation and recommends and implements tools and techniques relating to standard workstations, operating systems and networking configuration of computer imaging systems.
- Monitors servers, firewalls and switches, tests devices and stays informed about new vulnerabilities and technologies to implement as necessary to enhance network security.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Provides computer policy and use orientation to new employees.
- Determines, recommends and documents appropriate mean-time-before-failure or end-of-life ratings, and develops risk assessments for network lifecycle management.
- Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class require):

An Associate's Degree (Bachelor's degree preferred), preferably in Computer Science, Information Systems, Math or Sciences, and five years of related experience, two years of which must include computer networking; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C
- CJIS Certification within 6-months of hire
- Current Cisco and MCSE or MCITP Certificate preferred

**Knowledge** (positions in this class require):

Knowledge of:

- Current recognized industry standards in network topologies, routing, switching, name/address resolution, and protocols;
- Current recognized industry standards in network security systems: Active directory, LDAP, virus protection, intrusion detection, VPN's and SSL certificates;
- Microsoft domains and domain authority;
- Computer network hardware and software; and
- Applicable Federal, State, and local laws, rules, and regulations.

**Skills** (positions in this class require):

Skill in:

- Microsoft Server 2003, 2008 and 2012;
- Linux (CentOS 5x);
- Other Operating Systems (OS's) such as OS400;
- Network monitoring and diagnostic tools;
- Problem solving and troubleshooting; and
- Oral and written communication.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Created: December 3, 2014, Resolution No. 14-6272