



Senior Network Administrator

Class Code:
4893

Bargaining Unit: Alameda County Management Employees Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Sep 1, 1998
Revision Date: Dec 26, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under direction, to administer or to lead the work involved in the design, development, testing, and implementation of the network infrastructures needed to access applications; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

The Senior Network Administrator may lead a team of Network Administrators and is responsible for the diagnosis and resolution of more complex problems related to the local area networks and equipment in each court location.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Leads and trains junior administrators; defines standards and procedures for common administrator tasks; defines, documents and tests backup and recovery procedures.
2. Specifies hardware components, peripherals and software related to equipment purchase request.
3. Ensures that all equipment is in good working condition; monitors network performance at each designated location; troubleshoots network problems.
4. Installs and configures network servers and other devices such as printers, hubs, and scanners.

5. Sets up applications and data folders on servers for shared access; sets up user accounts for server and e-mail access.
6. Sets up backup devices; maintains and monitors server backups; monitors server performance; diagnoses and resolves problems
7. Performs basic hardware repair on computers, monitors, printers, scanners and servers.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

The equivalent to three years of network administration experience that included Windows NT and Unix.

KNOWLEDGE AND ABILITIES:

Knowledge of networks and communications protocols such as TCP/IP; local area network concepts and facilities; local area network administration; network operating systems such as Window NT, Unix, and Novell.

Ability to set up networks, configure workstations, and load software; diagnose problems; communicate orally and in writing; establish and maintain working relationships with staff, judges and Court personnel.

CLASSIFICATION HISTORY:

Date established: 9/98

Revised: 1/01