

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Network Administrator
DEPARTMENT: E-911
WORK SCHEDULE: As Assigned
JOB CATEGORY: Unclassified

DATE WRITTEN: August 2014
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Network administrator for the LaPorte County E-911 and the LaPorte County Sheriff's Department, responsible for operating and monitoring the department's computer systems.

DUTIES:

Plans, directs, administers, and supervises activities of assigned staff. Prioritizes and delegates work assignments, evaluates work performance, ensures proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted within the IT department.

Administer and support computer systems and network platforms for the E-911 and Sheriff's Department.

Supervises the System Technician and coordinates projects.

Coordinates project design for future hardware and software upgrades to the computer information system of the E-911 and Sheriff's Department.

Install and test PC and networking client software.

Troubleshoot and correct complex data communication problems with internal and external agencies.

Serve as a liaison between service vendors and the E9-11 and Sheriff's Department users when needed.

Update network procedures and standards documentation.

Maintain virus protection schemes for E-911 and Sheriff's Department.

Purchases hardware and software for public safety projects. Performs computer startup and shutdown procedures, including initiating systems call-up procedures, powering and monitoring peripheral devices, creating and storing back-up files and libraries, and performing systems checks as required.

Ensures reliable operation of the E-911 and Sheriff's Department network. Install computer hardware and software as necessary. Identifies, diagnoses, and resolves hardware, software, and printer problems and offers technical assistance to department personnel.

Monitors computer and peripheral device operations to ensure proper functioning, correcting and/or reporting malfunctions to appropriate personnel.

Maintains operator and voice mail systems for the department.

Works with GIS for GIS data information for E-911 and Sheriff's Department.

Resolves problems by repairing and coordinating repairs outside vendors if needed.

Serves on call 24 hours a day and responds to computer-related emergencies as situations demand for both e-911 and Sheriff's Department.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Minimum of two (2) years of education beyond high school level in computer information systems and application and prefer a minimum of two (2) years on the job experience.

Must be at least 21 years of age.

Ability to supervise an employee.

Ability to meet all departmental hiring and retention requirements, including passage of FBI/NCI/IDACS criminal history screening.

Ability to successfully complete Indiana State Police IDACS/NCIC computer systems certification class to subsequently maintain IDACS AND NCIC computer systems.

Knowledge of or ability to learn systems operating language commands, and the purpose and proper use of peripheral printing devices and long term storage devices, including both tape and disk drive systems.

Knowledge of the standard practices and procedures of data processing and entry, including ability to input and verify data and commands with speed and accuracy.

Knowledge of telephony, including voice over IP equipment.

Ability to schedule computer utilization to maximize efficient use of computer time.

Ability to diagnose problems, correct errors, and train employees from other departments and agencies.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed prints specifications, and maps.

Ability to properly operate standard office and IT-related equipment, including computers, printers, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other county Departments, and members of the general public in a courteous and tactful manner including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work along with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time constraints.

Ability to understand memorize, retain, and carry out written or oral instruction and present findings in oral or written form.

Ability to occasionally work extended evening, and/or weekend hours and travel out of town, sometimes overnight, for meetings and training.

Experience in managing system resources and troubleshooting technical problems with a local area network environment.

Ability to analyze and provide solutions and alternatives to a variety of computer hardware and software needs.

Ability and knowledge to maintain and update future needs of equipment to servers and PCs.

Ability to tactfully and effectively communicate and work with co-workers and computer users; including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Possession of a valid Indiana Driver's License and a demonstrated safe driving record.

Incumbent performs duties which are broad in scope and call for the consideration of a variety of significant complex variables and their interrelationships. Work often requires independent judgment in adoption of standard procedures to fit unusual facts or conditions.

II. RESPONSIBILITY:

Incumbent performs a variety of complex duties along with supervises a system technician according to the established practices and procedures of the department, using judgment and taking personal action in determination and implementation of the best methods to achieve efficient use of computer time and meet a variety of department computing needs. Errors in incumbents work are primarily detected or prevented through supervisory review and notifications from other departments. Undetected errors may lead to loss of life, adverse effects upon department operations, major property loss, and/or substantial inconvenience to public.

III. PERSONAL RELATIONSHIPS:

Incumbent maintains frequent contact with system technician, other County departments, and members of the general public for a variety of purposes, including giving daily assignments, scheduling needed computer runs, assisting users with information technology problems, and giving and receiving factual work related information.

IV. WORKING ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, including sitting/walking at will, sitting./standing/walking for long periods working in confined areas, lifting/carrying objects weighing under 25 pounds, bending, reaching, driving, close vision, color perception, hearing sounds/communication, and handling/grasping objects. Incumbent may be exposed to irate/hostile individuals.

Incumbent occasionally works extended evening and/or weekend hours and travels out of town for meetings and training. Incumbent serves on call 24 hours a day and responds from off duty status to computer-related emergencies as situations demand.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Network Administrator for the LaPorte County describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name