MONROE COUNTY, FLORIDA
JOB DESCRIPTION

Position Title: Sr Administrator Network	**Class Code:** 11-2	**Date:** 3/28/02
Position Grade: 11	**FLSA Status:** Exempt	

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) To engineer the design, installation, configuration, trouble-shooting, management, and administration of County Wide Local Area Networks and wide area networks providing for client/ server connections. Ensure compliance with all technical specifications, developed by the standards organizations. Provide guidance and technical direction through the entire project. Perform contract monitoring, oversee contractors, develop and maintain technical documentation and procedures.

KEY RESPONSIBILITIES

1.* Analyze, design, plan, and oversee all local area network installations, including providing technical specifications and development of technical standards to be adhered to.
2. Analyze, design, and plan for wide area network connections, including development of RFP's and provide final recommendations for the board of County Commissioners.
3. Meet with Supervisors, Department Heads, Division Directors, and Constitutional Officers to determine their networking needs. Provide planning, technical support, and overseeing the entire project. Provide same with budget analysis data.
4. *Manage, maintain, document, configure, and trouble-shoot existing networks, while providing technical guidance and training for subordinates.
5. Configure, test, install, and maintains all networking equipment, In addition to providing training to subordinates.
6. Oversee and advise contractors and subordinates on network installations hardware and software configurations, final acceptance testing, customer training, and continuing network management.
7. Individually meet with other Constitutional Officers Information Systems Groups to ensure that technical compliance among County agencies is adhered to.
8.* Plan for future network expansion while evaluating new technologies, evaluate and plan for new services such as video conferencing, Internet connectivity, and high bandwidth switching technologies.
9. Develop and maintain technical configuration and specification documentation, inventory of all network equipment, and maintenance contracts with network equipment vendors.
10. Evaluate, plan, and implement network hardware, software, and network operating system platforms.
11. Assisting agencies outside of Monroe County Government and Constitutional Officers with their networking needs. Included are the State Attorneys office, Public Defenders Office, 16th Judicial District, Tourist Development Council, Florida Rural Health Network, State of Florida Department of Children and Families, Florida Keys Aqueduct Authority.
12. Member of a security team responsible for investigation of questionable computer related activities and keeping logs of same.
13. Make multiple trips throughout the Keys, not only to oversee network related activity, but to also check with our customers and ensure that we are meeting our obligations as a service organization.
14. Forecasting and submitting budget data concerning network equipment and contract needs for the upcoming fiscal year.
15. Assist Monroe County and other outside agencies to evaluate possible employees during the interview process.
16. Supervisory responsibility of Information Systems Computer Technical Staff.

***Indicates an essential job function**

Position Title: Network, Sr. Administrator **Position Grade:** 11

KEY JOB REQUIREMENTS

Education: Bachelor's Degree required

Experience: 5 years to 7 years minimum amount of prior related work experience.

Impact of Actions: Makes decisions and final recommendations which routinely affect the activities of an entire division. Position duties may include responsibility for developing strategic plans for one or more division.

Complexity: Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identi and analysis of diverse issues.

Decision Making: Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

Communication with Others: Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial Skills: Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and Evaluates the work of subordinates for effective operation and results of the unit.

Working Conditions/ Physical Effort: Normal office situation. Intermittently sitting, standing, stooping. Light lifting or carrying 25 lbs. or less. Using tools requiring high dexterity.

Other: Valid Florida License. Knowledge of computer hardware, software, and operating systems. Extensive knowledge of Network Management platforms. Including the configuration, operation, and analytical ability to understand the results gathered.

Position Title: Network, Sr. Administrator **Position Grade:** 11

APPROVALS

Department Head:

Name: _____ Signature: _____ Date:_____

Division Director:

Name: _____ Signature: _____ Date:_____

County Administrator:

Name: _____ Signature: _____ Date:_____

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date:_____