

**OFFICE OF THE CLERK OF CIRCUIT COURT
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

Posted: 11/09/2017
\$24.74/hour
37.5 hours/week
1950 hours/year

JOB TITLE: Network Administrator

SALARY RANGE: \$48,243-\$89,622

JOB SUMMARY:

Under the direction of the Systems Manager, Network Support, maintains local area network servers and peripherals. This position is distinguished from others in this classification by the increased level of responsibility, experience and training required. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Performs maintenance and support of LAN/WAN/wireless infrastructure, network monitoring, server and network hardware, software, and applications.
- Performs comprehensive administration and testing of data backups to ensure data backup integrity and recoverability.
- Assigns user and computer permissions based on pre-determined parameters, guidelines, and supervisory requests.
- Plans, implements and maintains Active Directory, DNS, DHCP, and web certificates.
- Performs day to day operations of Microsoft Exchange, SharePoint, and Skype for Business.
- Assists in administration of storage including local, storage area network, and cloud-based.
- Assists with administration and configuration of network printers.
- Assists with ensuring data and network security.
- Documents projects and procedures.
- Researches, tests, and evaluates new technologies and applications for future implementation. Prepares resultant recommendations for evaluation by Systems Manager.
- Completes special research projects as assigned.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in computer science or closely related field from an accredited college or university.
- Two years of related experience.
- Valid Florida driver's license.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of Information Technology Infrastructure Library (ITIL) framework.
- Knowledge of VMware vSphere or other Hypervisors.
- Knowledge of Microsoft Exchange, SharePoint, Skype for Business and Office 365.
- Knowledge of File and Print servers.
- Knowledge of backup and recovery of servers and applications.
- Knowledge of networking theories, applications, and connectivity.
- Knowledge of network protocols and current security technologies and practices.
- Knowledge of server and networking hardware configurations.
- Skill in Windows-based client and server operating systems.
- Skill in troubleshooting and resolving technical issues.
- Skill in organizing and prioritizing work.
- Skill in project management.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and formulate recommendations.
- Ability to fluently read, interpret, speak, write, and understand the English language.
- Ability to interact professionally and maintain effective working relationships with superiors, co-workers, customers, and others.

PHYSICAL ACTIVITIES:

- Climbing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, Carrying, Repetitive motions.

PHYSICAL REQUIREMENTS:

- 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. Physical demand requirements are in excess of those for Light Work.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; using measurement devices; and/or assembly of parts.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be

performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.