

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Network Administrator
Job Code: 8418
Pay Grade: 68
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Provide day-to-day operational activities in support of the court information technology network and/or computer servers. Responsibilities include network design, documentation and administration; server and network performance monitoring; capacity planning; disaster planning and recovery; and security procedures.

ESSENTIAL FUNCTIONS:

- Provides network administration including, but not limited to: setting up new users and resources, troubleshooting and resolving customer problems, documenting network components and assisting with customer and staff training.
- Performs network/server maintenance activities including, but not limited to: installation of hardware and software, testing, and backup and restore procedures.
- Insures network/server security and customer rights are maintained.
- Monitors and optimizes network/server performance, bandwidth requirements, and storage allocation.
- Participates in network design, capacity planning, development of upgrade plans, benefit analysis of new technologies, backup and restore strategies and disaster recovery planning.
- Administers assignment of IP addresses and resolves subnet traffic problems and performance issues.
- Implements, configures, and monitors Internet security procedures, firewalls, and servers.

Note: This position requires frequent travel to all offices of the Superior Court, which are at widely dispersed locations in Tucson.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Acts as interagency contact as necessary.
- Provides assistance to Information Technology Specialists as required.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of network design, configuration, security and operation, computer servers, backup and recovery services, and technical support services.
- Must have knowledge of network communication protocols and computer operating systems.
- Must have skills with the operation of desktop computers, routers, hubs, switches, gateways, packet analyzers, and firewalls.
- Must have the ability to communicate effectively with a wide variety of superior court employees, county employees and vendors.

MINIMUM REQUIREMENTS:

A Bachelor's degree with a major in computer science, management information systems, or a related field and three years of experience in computer related technical support, applications development, network, computer operations or similar responsibilities. Or any equivalent amount of experience, training, and/or education approved by human resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 25 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Information Technology Division Manager/Network Services. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 12/18/1998
Revised: 02/10/2005; 11/07/12

Approved by:	_____	_____
	Hiring Authority	Date
	_____	_____
	Director, Human Resources	Date