

CLOUD COUNTY COMMUNITY COLLEGE

Professional Services Position Job Description

Position Title: Network Administrator

Reports To: Director of Information Technology

Type of Contract: Professional Services

Length of Contract: 12 Months

Date of Position Description: September 2021

Administration may change the duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The Network Administrator will manage and support the campus network systems, to provide stable operation of the networks. This position will be involved with installing, trouble-shooting, and maintaining network and data communications equipment, as well as supporting end users of networking equipment. This position also requires the ability to assist in PC management and maintenance as needed. The Network Administrator position reports directly to the Director of Information Technology. A valid driver's license is required.

REQUIREMENTS:

- Bachelor's degree in Information Technologies or related field, or an equivalent combination of experience, education, and training is required;
- Three years of networking experience in a hands-on role;
- Proven experience in a network administrator role;
- Knowledge of server infrastructure and MS management software such as Hyper-V or Active-Directory;
- Knowledge of scripting for automation of common tasks;
- Demonstrated knowledge of network and routing protocols;
- Demonstrated experience in switch configuration and programming;
- Knowledge of basic computer software and hardware;
- Familiarity with a variety of networking and personal computer software;
- Ability to troubleshoot and perform maintenance on network equipment and computers;
- Display strong end user orientation and customer service skills;
- Ability to work a flexible schedule as needed; and
- Ability and desire to work as part of the IT team

- Ability to communicate

RESPONSIBILITIES:

The Network Administrator will:

- Deploy, support, and configure network equipment;
- Maintain and upgrade switches, firewalls, and other network appliances;
- Monitor network performance and potential security issues;
- Perform requirements analysis and shape recommendations for purchasing decisions;
- Troubleshoot and resolve user-reported problems;
- Work within a team of technical staff to maintain the network infrastructure;
- Apply systems analysis techniques and procedures to determine hardware, software, or system functional specifications;
- Give input on the design, documentation, testing, creation, or modification of computer programs related to machine operating systems;
- Configure and upgrade switches, routers and wireless access points;
- Maintain documentation on all network equipment including configuration files and network maps;
- Work with the maintenance department to install all cabling and ensure that cable installations meet industry standards and best practices including certifications and appropriate labeling;
- Maintain WAN and Internet connections and coordinate with local service companies for all satellite campuses;
- Work with and configure internal and external monitoring systems to ensure alerts are being generated for service outages;
- Conduct capacity planning by developing procedures to measure the capacity for network devices and hosted applications relative to current and future activities and based on these measures, coordinate the acquisition of additional network resources as necessary;
- Work closely with the Systems Admin Team to ensure network security and manage network wide security including all connecting devices. This includes managing security policies, procedures and reviews;
- Maintain list of all statically assigned IP addresses and work with public facing IP address space;
- Provide the Director of Information Technology with budgetary requirements for hardware and software needed to support network administration across all sites;
- Stay current with technological developments related to server hardware, software, security, and networking as well as management practices which involves reading publications, subscribing to Internet lists, attending conferences and workshops, and meeting with colleagues;

- Maintain detailed up-to-date technical and operations documentation for the entire network on the University Intranet;
- Assist with computer maintenance and troubleshooting as needed;
- Overnight travel may be required;
- Interact cordially with coworkers to accomplish common tasks; and
- Perform other duties as assigned by the Director of Information Technology.

Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center