



**OAKCREEK**  
— WISCONSIN —

**Position:** Network Administrator

**Unit:** Non-Union

**Department:** Central Services (Information Technology Services Division) **FLSA Status:** Exempt

### **Summary Description**

Under general supervision of the Information Technology Manager, perform a variety of technical and administrative duties requiring knowledge of network/database operations. This position requires the ability to work independently, exercising judgment, and initiative.

### **Major Duties/Essential Functions**

Maintain a Windows and Linux based network for the City.

Maintain hardware, software and network security standards per City policy.

Analyze and document user requirements and recommend hardware and software alternatives. Formulate procedures and practices to assure acceptable network system performance.

Install, configure, test and maintain all network infrastructure devices, software and peripheral equipment. Monitor activity and performs necessary maintenance to ensure reliability and efficiency.

Analyze network activity, administer and control network security and access, assign user credentials, passwords, and network privileges.

Monitor and configure network infrastructure devices, servers, workstations, VOIP endpoints, mobile devices and software. Includes applying patches and updates.

Monitor networks to ensure reliability and efficient communications. Perform preventive maintenance and troubleshoot network operations. Write network procedures and develop schematic documentation.

Administer VOIP and Telepresence systems including user accounts, endpoints, and servers.

Manage and implement network projects. Recommend hardware and software acquisition and upgrades and provides cost/benefit analysis of alternative configurations. Coordinate building infrastructure specifications and requirements to accommodate networks.

Install, test and troubleshoot problems with communications protocols such as Ethernet, fiber optics, wireless and others.

Provide operation support for database software and determine ways to store, organize, backup and maintain data.

Install, configure, administer, test and maintain Microsoft SQL Server. Write reports using Crystal Reports and SQL Server Report Services.

Write scripts to export or manipulate data from MS SQL Server or other databases to be used in other software programs.

Install, configure and administer servers including web, database and other applications running on Linux, Windows and virtual platforms.

### **Minor Duties/Responsibilities**

*While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

Help to develop technology policies and assist in monitoring for compliance.

Develop and/or modify program scripts and website code as necessary.

Install and maintain, or supervise the installation and maintenance of, network and workstation software such as operating systems, word processing, spreadsheets, office suites, e-mail or vendor software.

Diagnose hardware, software and operator problems. Recommend or perform remedial actions to correct problems. Repair hardware or refer to appropriate technical support vendor.

Attend technical conferences and seminars to maintain knowledge of network, software and hardware product developments.

Perform other related work and duties as required.

### **Knowledge**

Knowledge and training of local area networks (LAN), wide area networks (WAN), Virtual servers, Microsoft OS's, Microsoft Office suite software, Microsoft AD, Microsoft Exchange, Microsoft SQL Server and other database programs.

Knowledge of Cisco network and VOIP equipment is a plus.

Knowledge of Hyper-V and VMWare virtualization is a plus

### **Skill/Ability**

Ability to troubleshoot hardware, software issues and to work effectively with vendors, software users, other agencies, and the public. The ability to establish and maintain effective interpersonal relationships with employees and to communicate effectively, verbally and in writing. Ability to speak and understand the English language fluently and use proper grammar, punctuation, and spelling; Able to ensure compliance with and follow standard operations practices and procedures common to local area networks. Skill in the operations of the equipment common to the City. Ability to use personal computer equipment to access, retrieve, or input information using DOS, Windows OS's (workstation and server) including Microsoft Active Directory, MS Office software or other standardized software common to the work unit or as assigned.

**Education/Experience**

Bachelor’s degree in MIS, Computer Science or related field with two or more year’s network administration and support experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Cisco certifications are a plus.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. A high degree of hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License/Certifications**

Possession of a valid Wisconsin Motor vehicle operator’s license is required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By:   
Assistant City Administrator/ Comptroller

**Revision History:**  
April 1, 2020  
October 3, 2018  
January 14, 2016