

Classification Description Saint Mary's College

Date: JUNE 2016

Level: Exempt

Title: Network and Systems Administrator

Classification Code: SG4

General Statement of Duties:

This position is responsible for managing the College's internal and external networks and all servers with associated applications.

Supervision Received:

General supervision and direction is received from Director of IT Systems & Network Administration.

Supervision Exercised:

This position may supervise full-time and part-time staff and may supervise student workers.

Required Qualifications:

- Bachelor degree desired, extensive, applicable work history considered.
- At least 3 years network administration experience, including, but not limited to LAN/WAN routing and security, firewall configuration and management, wireless management and connectivity, fiber and copper connectivity solutions.
- Demonstrated knowledge of Layer 2 and Layer 3 network troubleshooting and design.
- Strong skills in large wireless network implementation and administration
- At least 3 years Linux or Windows systems administration
- VMWare cluster management experience
- SAN management experience
- Enterprise disaster recovery management experience
- Good verbal and written communication skills.
- Ability to work well with a diverse group of individuals
- Knowledge of system security tools and techniques
- Ability to design and implement high availability redundant network solutions

Additional Desired Qualifications:

- Skills in directory services such as LDAP and Active Directory.

- Demonstrated abilities utilizing open-source solutions on multiple server platforms.
- Ability to organize, manage and communicate directions for server, network and application planning.
- Ability to plan, budget and implement diverse areas of technology to support all facets of College IT needs.

Network and Systems Administrator

Examples of Duties:

- Design and implement upgrades to the campus network, including logical topology and physical plant
- Install, configure and manage network routers, switches, firewalls and network analysis tools.
- Install, configure and manage wireless networks
- Perform network and Linux/Windows systems administration functions.
- Upgrade and manage VMWare cluster
- Manage Equilogic SAN and iSCSI connectivity to SAN
- Ensure the campus network and computer systems are as secure as possible in an educational environment.
- Specify, configure, implement, administer and upgrade software, hardware, network connectivity and security of Linux/Windows servers.
- Ensure disaster recovery of College computer systems and data
- Monitor system resource utilization and recommend upgrades as necessary.
- Evaluate, recommend, and deploy new network services on the campus
- Manage network security and integrity, including determination of security requirements and appropriate implementation details.
- Resolve network and/or system hardware/software problems.
- Manage connectivity of the installed base of desktop computers on the campus.
- Perform other duties as required

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.