

SHAWNEE COUNTY, KANSAS
Position Description
Assistant Network Administrator/IT Specialist

**POSITION
NUMBER:**

IT1019B, IT1021

FLSA STATUS: N

POSITION DESCRIPTION

Under limited supervision, this position performs a wide range of tasks that directly support major hardware and software components that comprise the Shawnee County Wide Area Network. Performs other duties as assigned. This position is supervised by the Chief Network Engineer.

WORK PERFORMED

- 20% Network User Support.** Responds to requests for hardware and software support from user community.

- 20% Network Application Support.** Updates, monitors and maintains network applications such as multifactor authentication, endpoint antivirus, e-mail system, server backup systems.

- 20% Server and Network Infrastructure Maintenance.** Sets up and maintains designated file, print, and application servers. Monitors server event logs, allocates drive space, creates and manages virtual servers. Sets up and maintains network switches, firewalls, wireless systems, and other hardware.

- 15% Network Folder Management.** Creates and manages departmental folders, user folders, application folders and permission assignments for same.

- 10% Supervise IT Specialists.** Supervises IT Specialists with respect to accountability for performance and behavior including discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Manages daily activities of designated IT Specialists (software installations/upgrades, hardware installations/upgrades, troubleshooting, fiber and copper cable adds/moves).

- 10% Network User Account Management.** Creates, modifies and maintains network user accounts and Internet access accounts.

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5% Documentation. Creates documentation for hardware and software installation and configuration.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Supervisory responsibilities and effective leadership skills.
- Building and supporting medium to large Local Area Networks and Wide Area Networks.
- Microsoft Windows Server and Desktop Operating System and Office Productivity Suites, Active Directory organization and management tools, Group Policies, User Profiles.
- TCP/IP protocol suite and Ethernet networks.
- Network infrastructure components: switches, routers, cabling (fiber/copper).

Ability to:

- Plan and direct the work of others.
- Assimilate new information rapidly and apply it in creating solutions for large software and hardware deployment projects.
- Support diverse computer user community with an emphasis on building and maintaining good customer relations.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Providing leadership and direction to employees.
- Creative and innovative thinking\problem solving.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision	X				Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.			X				X		

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EQUIPMENT USED

Personal Computer	Telephone	Fax Machine	Cable Tester
Printer	Photocopier	Office Furniture	Hand Tools

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Certificate of completion of a program of study (or demonstrable ability to complete such a program within 6 months of start date) in Computer Networking Technology or similar program OR at least (2) years of employment experience in Computer/Network support or Network Administration.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
 - Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a background investigation, pre-employment physical/drug screen and a review of driving record.
- Required to lift fifty (50) pounds.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 04/05

Revision History: 05/24