



Job Description

Position: Network Administrator
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: IT Director
Description Updated On: October 20, 2021

Summary/Objective

The Network Administrator is responsible for the installation, operation, and management of the Town network. Role includes installing, maintaining, troubleshooting, and upgrading server hardware and software on Microsoft based infrastructure and virtual servers.

Essential Functions

- Maintains security, safety and efficient operation of the network operating environment and its related components in the LAN/WAN and Wireless environment and recommends necessary enhancements, ensuring high quality technical repair and maintenance.
- Assists IT Director with assessing and providing network technical solutions of the school / town network systems.
- Responsible for network project design and implementation, and documenting network components.
- Constructs and maintains reliable network integrating LAN/WAN, internet and intranet.
- Installs, configures, manages, and upgrades servers on Microsoft platforms; Unix and Linux operating system knowledge is desirable.
- Maintains and analyzes network applications and related file servers and their configurations to isolate problems or to determine more efficient methods.
- Oversees LAN/WAN, wireless, and broadband/fiber environment.
- Backs up and restores network configurations regularly.
- Sets up and maintains network address distribution and documentation.
- Diagnoses and resolves network issues.
- Performs other related duties as assigned by IT Director

Required Qualifications, Education, and Experience

- Associates degree in computer science, data processing, or related field with a minimum of three (3) years of networking experience, or a combination of education and experience commensurate with the requirements of this position. Must have firewall knowledge and experience, a minimum of three years' experience as a network administrator or technician and knowledge of all facets of network infrastructure or any equivalent combination of education and experience to meet the essential functions of the position. Preferred Knowledge of Fortinet and FortiGate systems.

Analysis, judgment, attention to detail, dependability, informal communication, initiative, knowledge of work, planning and organization, sensitivity, teamwork, technical/professional self-development, work standards.

Knowledge, Skills & Abilities

Must possess:

- Proven history of building networks - LAN/WAN.
- Superior working knowledge of network architecture and TCP/IP Protocol
- Proficient knowledge of domain controllers and active directory, along with DHCP/WINS/DNS, etc, including exchange, and backup software.
- Familiarity with a variety of networking and personal computer software.

Ability to:

- Work with employees of all levels of the organization.
- Install software and hardware on networking equipment and microcomputers.
- Troubleshoot and perform routine maintenance on servers, computers, and peripheral equipment
- Communicate information to faculty, students, staff, and the public in a clear and concise manner.
- Work as a member of a team.

Physical and Mental Job Requirements

- The functions of this role are typically conducted in an office environment. However, moderate effort may be required for such tasks as lifting, loading, pulling, or pushing computer and related office equipment; occasionally required to lift equipment and supplies weighing up to 50 pounds. Employee may be required to sit for extended periods of time.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Analyzing/examining/testing data
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

Work is performed under typical office conditions; the employee is required to travel between town buildings; work environment is moderately quiet, with exposure to hazards related to working with electrical devices. The employee is required to work outside of normal business hours periodically to

perform duties and is on call to respond to emergency situations

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 35 per week are required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____