

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: LAN Administrator
Job Code: 8416
Pay Grade: 72
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Provide professional level administrative assistance for management and/or current and long-range automated related activities. Provide technical software and hardware support for Local Area Network (LAN) systems.

ESSENTIAL FUNCTIONS:

- Attends various administrative meetings to provide specialized technical expertise.
- Designs, operates, installs, maintains, tests and refines specialized computer systems.
- Provides level 2 and 3 user support for IT technical staff in the areas of hardware and software.
- Acts as a contact for vendor relations and meets with vendors as required.
- Provides network administration by managing user resources, home folders, active directory, user logins, upgrades, patches and configuring operating systems and system application as necessary.
- Reviews support systems and prepares purchasing recommendations.
- Installs, configures and tests various types of operating systems and hardware for departmental computer and LAN systems.
- Installs and configures system peripherals, such as back-up systems, controllers, network interface boards, and other related systems and peripherals.
- Evaluates operating system and application software for multi-user systems.
- Conducts diagnostic tests on hardware, cabling, peripherals and software.
- Conducts technical analysis of capacity, response time and work load and makes systems growth projections.
- Develops, tests, and maintains backup and recovery strategy.
- Designs, implements, configures, and monitors LAN security procedures, firewalls, content filtering, port security and program security.
- Participates in County IT monthly meetings.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of applications, operating principles and capabilities of computer hardware and software.
- Must have knowledge of principles and techniques of systems analysis and design.

- Must have knowledge of problem solving, flow charting, and system documentation methods.
- Must have knowledge of computer and LAN operating systems and cabling systems.
- Must have knowledge of relevant procedures and policies.
- Must have knowledge of problem reporting and tracking standards and procedures.
- Must have knowledge of technical documents, i.e. manuals, schematics, and specifications.
- Must have knowledge of internet/intranet technologies, testing techniques, routers, hubs, switches, gateways, client-server environment, configuration management, and network design including firewalls and security .
- Must have skills in identifying and resolving technical and operational problems.
- Must have skills in analyzing manual operations and determining feasibility of electronic information processing.
- Must have skills in problem identification and problem solving, technical writing, project management, planning, and tracking, including documentation.
- Must have the ability to effectively communicate with coworkers, court staff/clients, and give presentations.

MINIMUM QUALIFICATIONS:

A Bachelor’s degree from an accredited college or university with a major in computer science, management information systems, or a closely related field and five years of related computer related experience providing technical support to users and Local Area Network (LAN) systems. Or any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and lifts equipment and materials up to 20 lbs. or less. At times may be required to relocate 50 to 80 pound cartons of equipment.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Information Technology. This position performs duties under general supervision and has no supervisory responsibilities.

Date:

Revised: 11/22/2004, 08/01/05, 10/26/07, 5/8/09; 11/12/12

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date