

## **Network Administrator**

### **Job Objectives:**

The person in this position, under the primary leadership and direction of the Assistant Director, performs various duties to assist in the organization and maintenance of the System's computer system.

### **Essential Job Functions:**

1. The Network Administrator is to ensure that the System's computer network is working correctly at all times and if, for whatever reason it does not, makes sure that it is repaired in a timely manner. Additionally, it is the responsibility of the Network Administrator to have an understanding of the use and function of all the additional networked equipment (i.e. copiers and print station). Therefore, the Network Administrator is to ensure that the System's in-house computer systems are properly performing and functioning. These duties include specifically making sure that the patron computers are always set to the correct home page, the necessary updates are downloaded and installed on all computers, and that the Computer Issues Board (CIB) is addressed upon the start of a shift.
2. Serves as the organization's Systems Operations Manager on the local and State (PINES) level and ensures that the organization's Systems are functioning as they should and in compliance with the various agencies rules and regulations.
3. Responsible for ensuring that the organization's E-rate grant applications and process are efficiently and effectively completed and submitted in order to secure funding to support the various technology allowable by the grant.
4. System computer hardware and software inventory and IT Notebook/Wiki is to be maintained and kept accurate and current.
5. Checks the Groups Page and work email at least once per shift and remain abreast of any changes in System or PINES policies.
6. Oversees and maintains the Computer Hardware/Software budget.

### **Job Standards (minimum qualifications):**

College degree in a computer related field is preferred (i.e. Computer Science, Management Information Systems, Computer Information Systems). Aptitude for working well with office equipment and computers required. Successful applicant must possess proficiency with the maintenance, installation, and repair of computer hardware and software. An understanding of Microsoft products and other platforms is preferred. Ability to understand and follow oral and written instructions as well as the ability to establish and maintain effective working relationships with other employees is required. Previous work experience (minimum of 2 years) in the area of networking and computers is required.

### **Job Location:**

IT Office, Mary Vinson Memorial Library, 151 S. Jefferson St., Milledgeville, GA 31061

### **Equipment:**

Must be able operate with high proficiency a computer including the repair of its hardware and software. This includes and is not limited to laptops, personal computers, servers, and the like. Must be able to use all of computer equipment with proficiency and be able to answer questions regarding their use.

### **Critical Skills/Expertise:**

Successful applicant needs effective computer, written and oral communication skills. Must maintain good morale, high level of productivity and good professional judgment.

### **WORKING CONDITIONS**

CONSTANTLY (65-100% of day)

FREQUENTLY (33-65% of day)

OCCASIONALLY (up to 33% of day)

CONSTANTLY: Operates library equipment. Must be able to type on a computer keyboard, an electric typewriter, use photocopiers, scanners, printers, microforms equipment and fax machines, and answer the telephone.

FREQUENTLY: Bends and stoops. Lifts, carries or moves 20 pounds or less. Requires upper and lower mobility and coordination for bending and reaching for operating equipment.

OCCASIONALLY: Pushes, lifts, drags and maneuvers up to 40 pounds.