

## **NETWORK SYSTEMS ADMINISTRATOR**

### **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to provide high-level technical & analytical support and leadership in the design, implementation and support of the local and wide area network of the Court Administrator's Office. Employees in this classification are responsible for network support functions to include, but not limited to, installation, testing, maintenance, and customization of network system applications. Work requires responsibility for network systems administration and supervision in assigned group. Position participates in the design, development, and implementation of data networks and application software. Performs related work as required.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

Participates in strategic and collaborative planning concerning network system enhancement, growth and capacity needs, and to establish broad and specific network and application software system requirements and objectives.

Researches, tests and installs new and upgraded systems and applications software and hardware.

Evaluates new systems hardware and software and responds to help desk requests for network hardware/software systems needs.

Prioritizes and assigns installation, maintenance, and repairs tasks to staff under charge and contract personnel.

Coordinates the installation, implementation, configuration, and testing of new system hardware and application software.

Administers and implements Data security policy, access and monitoring; maintains & administers the network servers and network applications.

Monitors and maintains physical inventory of the divisions, hardware, software and system components.

Reviews, monitors and evaluates performance of staff under charge for adherence to and compliance with established standards, guidelines, policies and procedures.

Maintains current knowledge of trends and developments in network administration for application to functions under charge.

Timeliness & attendance are essential functions of the job.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the

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class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Computer Science, Information Technology, or related field; supplemented by minimum four (4) years progressively skilled experience in the field of management information systems, to include supervisory experience in the support of local and wide area network systems; including installation and skilled diagnosis of system requirements or an equivalent combination of education, training, and experience.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, design, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; interpret schematics, diagrams, and graphs; utilize principles of geometry and algebra.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

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**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The Broward County Court Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County Court Administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.