

The University of Akron
Classification Specification

Job Title:	LAN Administrator	Job Code:	T43551
Job Function:	Staff	Grade:	219
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	1/1/04;7/11/00

Job Summary:

Provide enterprise-wide local area network support to the campus community by installing, integrating, and maintaining server hardware, network operating system, and multi-user server applications for multiple servers. Evaluate and recommend new network server hardware and software products. Provide technical support and training to users and network administrators in other departments.

Essential Functions:

30% Install and administer LAN servers, network operating systems, and network applications. Manage user accounts. Develop scripts and utility programs to facilitate network and server administration. Develop system and network documentation.

30% Monitor enterprise LAN servers, network operating systems, and network applications. Generate and analyze usage reports and system configurations for performance tuning and capacity planning. Plan system migrations and upgrades. Manage backup services. Develop administrative procedures.

20% Identify and correct problems with campus enterprise LAN hardware, network operating systems, and network applications. Assist with configuring network client workstations. Provide technical operations support and training to users and network administrators in other departments.

15% Evaluate network hardware and software products. Provide consultation to other departments on the selection, installation, and management of network server hardware and software.

5% Maintain knowledge of new computer technology and advancements in hardware and software.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in networking communication protocols, LAN and PC operating systems, LAN software applications, and LAN hardware. Highly developed problem solving, communication, and technical writing skills required. Ability to adapt to new technology and maintain current in technical knowledge required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.