



## City of Lake Oswego, Oregon

### Job Description

## NETWORK ADMINSTRATOR

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 576**

**Job Code: 2054**

### Summary

Under general direction of the Chief Technology Officer, designs, develops and supervises all aspects of the City network infrastructure.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises and provides direction and technical assistance to assigned support staff on all network and telecommunication issues, including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Arranges for and supervises all non-city technical personnel who perform work on the City network and telecommunications systems.
3. Supports technical requirements for all software for the computer user community. Implements new systems, programs and hardware upgrades. Identifies and troubleshoots software and network problems and/or works with service vendors and specialists for assistance.
4. Provides computer network administration and technical support of existing and planned networks Citywide. Supports all network system users including resolving problems and making operational enhancements.
5. Tests, implements and maintains computer and telecommunication systems for the City.
6. Implements, monitors and maintains computer network security.
7. Performs other duties of a similar nature or level, including supervising the IT Department in the absence of the Chief Technology Officer.

### Minimum Qualifications

#### Knowledge of:

- Network architectures and protocols.
- Network operating systems.
- Municipal budget process and procedures and financial management.

- State and federal laws governing public information and privacy act.
- Detailed knowledge of computer hardware, software and peripherals.
- Project management theories and principles.
- Problem resolution techniques.
- Telephone infrastructure and communication design.
- Personal computers and related software applications

**Skills and Abilities to:**

- Administer, enhance and troubleshoot network and telecommunications systems.
- Implement new systems.
- Resolve problems within, and conflict between, highly technical systems.
- Interpret technical information, writing technical reports.
- Make presentations.
- Utilize communication, interpersonal skills as applied to interact with coworkers, supervisor, the general public, etc. sufficient to perform supervisory duties, to exchange or convey information and to receive work direction.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor’s degree in Computer Science or related technical field, plus specialized training in Novell network administration and least five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Certifications in relevant technical technologies is desirable.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary work (IT Department): Exerting up to 35 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*