

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: NETWORK ADMINISTRATOR II

Reports To: Designated Supervisor

UW Job Code: 3854

UW Job Family: 38 - Computer Professional

SOC Code: 15-1142

FLSA: Exempt

Pay Grade: 25

Date: 9-1-14

JOB PURPOSE:

Provide high enterprise-level network support, administration, programming, management and security for UW data network. Install, maintain, and monitor the operation of the organization's local and wide area networks. Perform troubleshooting, diagnosis, and repairs/fixes for network hardware and software-related problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform enterprise-level design, installation and configuration of network equipment including routers, switches and UPS systems.
- Oversee network update including new software releases, patches, and upgrades. Install and configure network configuration tools and remote monitoring.
- Organize, prioritize & communicate project strategies to meet multiple & conflicting assignments and project timelines.
- Assist user consultants regarding difficult problems relating to network usage.
- Respond to and correct network operating network failures on a 24x7 basis.
- Coordinate and organize multiple network and service implementations successfully across multiple teams.
- Maintain network securely over service lifespans.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Maintain ongoing support of services efficiently.
- Attend and participate in training and other personal professional development activity.
- May need to respond during evening and weekends.

COMPETENCIES:

- Technical/Professional Knowledge
- Quality Orientation
- Service Orientation
- Initiative
- Adaptability
- Work Tempo
- Innovation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Computer Science or related field**

Experience: **3 years work-related systems programming experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Routine and advanced Computer Science principles, theories, and concepts.
- Routine and advanced computer programming languages in use in the area.
- Routine and advanced computer programming software and hardware applications.
- Routine and advanced computer systems operation and network administration.
- Routine and advanced data processing equipment and programming tools.
- Design technology and techniques used to create, enhance and maintain basic, routine and advanced utility programs.
- Basic, routine and advanced operating systems and network/systems protocol.
- Current basic, routine and advanced programming technology.

Skills and Abilities to:

- Install, troubleshoot, analyze, and maintain basic and routine utility system programs.
- Install/modify/monitor basic, routine and advanced computer systems and programs.
- Design new basic, routine and advanced computer systems and/or programs.
- Diagnose and resolve basic, routine and advanced programming/system problems.
- Write, test, modify, and maintain basic, routine and advanced computer programs/systems.
- Translate technical information into user-friendly program documentation.
- Maintain effective supervisory relationships.
- Design and conduct training in the use of computer programs, computer systems, and application tools.
- Acquire new basic, routine and advanced programming skills.
- Interpret processes, flow charts and schematics.

- Test new basic, routine and advanced data processing equipment and computer system applications and recommend purchases and standards.

WORKING CONDITIONS:

Standard office environment. Regular exposure to video terminal displays and computer-related mechanical and electrical hazards; some work performed in confined spaces.

DISTINGUISHING FEATURES:

Network Administrator I: Works under a high level of direct supervision. Performs basic network installation, monitoring and troubleshooting.

Network Administrator II: Works under a very low level of direct supervision. Participates in planning and procedure development.

Network Administrator III: Trusted with independent work. Provides the highest levels of teamwork and fostering of a good team environment. Exhibits the highest levels of communication and consistently solves problems (both technical and interpersonal) professionally and efficiently by maintaining high levels of communication. Requires the highest levels of understanding of UW (or at least educational) and IT processes and procedures. This requires at least 5 years of experience within IT to gain the level of understanding required to efficiently make decisions with the necessary background.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.