# 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 I**

**Reports To:**  Designated Supervisor

**UW Job Code:**  3853

**UW Job Family:**  38 - Computer Professional

**SOC Code:**  15-1142

**FLSA:** Exempt

**Pay Grade:**  24

**Date:**  9-1-14


**JOB PURPOSE:**

Provide 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 installation and configuration of network equipment including routers, switches and UPS systems.
- Maintain data network. Update network including new software releases, patches, and upgrades.
- Install and configure network configuration tools and remote monitoring.
- Update documentation for operational procedures and support.
- Organize, prioritize & communicate ongoing work in meeting multiple & conflicting assignments and project timelines.
- Assist user consultants regarding problems relating to network usage.
- Respond to and correct network operating network failures on a 24x7 basis.
- Perform troubleshooting, diagnosis, and repairs/fixes for network hardware and software-related problems.


**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.
- 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

**MINIMUM QUALIFICATIONS:**

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

Experience:  **None**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Basic and routine Computer Science principles, theories, and concepts.
- Basic and routine computer programming languages in use in the area.
- Basic and routine computer systems and equipment operation.
- Basic and routine utility software in use in the area.
- Design technology and techniques used to create, enhance and maintain basic and routine utility.

Skills and Abilities to:

- Install, troubleshoot, analyze, and maintain basic and routine utility system programs.
- Write basic and routine utility programs.
- Diagnose and resolve basic and routine problems.
- Manage project deadlines.
- Translate technical information into user-friendly program documentation.
- Effective oral and written communication skills.

**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.