

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Civil Service, Non-Exempt</b>	
		<b>DATE OF REVISION</b>	<b>9/09</b>
<b>POSITION</b>	<b>NETWORK ADMINISTRATOR II</b>	<b>MIN. ANNUAL SALARY</b>	<b>\$20.3725</b>
<b>DEPARTMENT</b>	<b>INFORMATION TECHNOLOGY (13-03-512)</b>		
<b>JOB CODE</b>	<b>43815</b>	<b>GRADE</b>	<b>N33</b>

**PHYSICAL LOCATION:**

- 525 Angela Street

**REPORTING RESPONSIBILITIES:**

- Information Technology Director or designee.

**GENERAL FUNCTIONS:**

- This position assists the Network Administrator with the responsibility for all operational aspects of an evolving citywide network infrastructure. This includes the installation, management, and maintenance of all devices, operating systems, and applications on the network. Responsibilities include monitoring the network to ensure optimum performance and uptime, configuration of data communications equipment, working with clients to resolve network problems, and interacting with vendors. Work is performed with considerable independence, sound judgment and initiative.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with co-workers, City officials and the general public.
- Able to work a forty (40) hour workweek, overtime when necessary and on call.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Must maintain valid Florida Driver's license.
- Able to lift or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

**EQUIPMENT TO BE USED:**

- IBM AS/400 computer, microcomputers, network routers, network switches, modems, printers, plotters, terminals, tape drives, fax machine, copier, calculator.

**ENVIRONMENT:**

- Air-conditioned buildings, some outdoors.

**PHYSICAL REQUIREMENT:**

- Sitting 30%
- Standing 25%
- Climbing 10%
- Lifting 10%
- Walking 10%
- Reaching 10%
- Bending 5%

**DUTIES/TASKS/JOBS:**

- Responsible for managing day-to-day network operations.
- Researches and implements connectivity solutions to over 30 locations using wireless, fiber, frame, T1, DSL, and cable connections.
- Manages implementation of connectivity for all network nodes.
- Works closely with vendors to research, plan and implement solutions.
- Manages an Active Directory Network to include LAN/WAN and VPN implementation.
- Installs, maintains and upgrades all network operating system software including Windows Server, RedHat, UBUNTU, and VMWare ESXi.
- Installs, maintains, and upgrades all network application software including Scalix E-Mail, SQL, VMWare, and HTE systems.
- Installs, maintains, and upgrades centralized Sophos Antivirus software.
- Utilizes real time monitoring solutions for critical systems and connectivity.
- Manages databases on several servers.
- Manages storage locations and file structures.
- Manages rotational back-ups of all critical systems and regular backups of all network systems.
- Utilizes disaster recovery practices ensuring continuity of operations.
- Maintains thorough and current disaster recovery documentation.
- Research of technologies to maintain and improve the efficiency and continuity of operations of all city network operations.
- Uses solution oriented network administration and documentation practices.
- Prepares network diagrams and illustrations.
- Develops procedures covering assigned activates.
- Trains other IT staff to ensure continuity of operations.
- Assist with computer tech responsibilities
- Assists IT Director in duties as assigned.
- Required to be on call as scheduled with high level of availability.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Must possess basic English grammar and business composition skills as well as a basic math aptitude.
- Ability to work independently, within the scope of existing City and departmental rules.
- Ability to communicate in a polite and effective manner with co-worker: City officials and the general public.
- Ability to maintain accurate records of work performed.
- Must be an effective technical communicator.
- Considerable knowledge of modern information systems theories, principles and practices including networking applications, security and the internet.
- Considerable knowledge of management information systems, office automation, computerized financial applications, and local and wide area networks.
- Excellent understanding of networking protocols, especially TCP/IP.
- Three years experience in an IT technician capacity.
- Two years of network administrator experience.
- Two years supervisory experience
- Extensive experience with Windows Server and Professional/Business Operating Systems.
- Experience with Cisco equipment or CCNA Certification,
- Experience IBM AS/400 systems preferred.
- Bachelor Degree in Computer Science or equivalent and a minimum of three years network management experience or equivalent combination of education and experience as determined by Department Head.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_ have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

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**Applicant Signature**

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**Date**

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,  
VETERANS PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
525 Angela Street, 1<sup>st</sup> floor  
Key West, FL 33040  
Office Telephone: (305) 809-3714**