

**Lane Council of Governments
Job Classification**

Job Title:	LAN Administrator	FLSA Status:	Exempt
Division:	Administrative Services	Range:	25
Reports To:	Information Systems Manager	Last Revised:	August 2000

General Statement of Duties

Manages the LCOG Local Area Network (LAN). As the agency lead in LAN technology, maintains a current knowledge base of relevant technology, develops and implements standards for LAN operation, installs hardware and software, troubleshoots and resolves LAN and PC problems. Works with management to design and implement network security and back-up procedures. Creates basic user documentation and identifies other documentation needs. Organizes and maintains computer equipment inventory.

Supervision Received

Work is performed under applicable policies, guidelines, technical standards and managerial direction. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

Provides guidance, assistance, and training to IS technical staff.

Resource Responsibility

Considerable responsibility for financial and human resources. Includes final decisions or recommendations involving effective use of employees, space, materials, and equipment with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Manages the daily operation of the LCOG LAN to provide stable, secure and dependable service to LCOG staff.

Oversees the evolution of the LAN and its various components (hardware, software, network, applications) as technology changes.

Develops LAN administration standards and processes and ensures implementation and adherence.

Develops standard application configurations and ensures other LAN support staff implement them.

Sets up hardware and installs software, troubleshoots and documents system problems, and assists users with problems.

Works with management to design and implement network security and back-up procedures. Directs the creation of user documentation for system use.

Organizes and maintains computer equipment inventory.

Coordinates LAN plans and services with RIS.

Other Job Functions

Assists other technical staff as necessary.

Performs other related duties as assigned.

Working Conditions

Requires the physical ability to lift, climb ladders, bend and stoop. Must be willing to work evenings and weekends as required, potentially on-call.

Knowledge, Skills, and Abilities

Excellent technical and good interpersonal skills required.

Requires good customer service skills and the ability to work independently in a variety of technical situations and with a broad range of individuals.

Ability to use innovative and creative approaches to problem solving. Must be able to effectively handle multiple priorities using time management and other organizational skills.

Ability to effectively develop written documentation desired.

Ability to work effectively with users to assist them in learning about and using equipment.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in computer science or equivalent and three years directly related experience or any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities. Experience working with a PC LAN, installing hardware and software, performing back-ups, administering network security and troubleshooting hardware and software problems is required. Also requires documentation, training, and supervision experience.

Licenses, Certificates, and Other Requirements

None.