

INFRASTRUCTURE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly technical position which provides telecommunication network management and support, integrating services such as GIS, ERP, Internet, E-mail, E-commerce, Intranet, and various web/browser applications across a variety of client/server platforms. The incumbent works on a wide variety of systems, interfacing mainframe, minicomputer and microcomputer systems, performing various programming tasks, and installing and maintaining network systems. The incumbent also investigates new industry developments such as software alternatives, system productivity tools, design and programming methodologies, and documentation approaches, and makes recommendations for current and projected departmental use. The work is performed under the general direction of a higher level employee with wide leeway in conducting project assignments and evaluations. Supervision is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Monitors and assesses adherence to and modification of the systems plan, hardware plan, software and telecommunications plan, and capacity plan;
2. Develops and maintains a service program for all network infrastructure and related computer platforms, monitors the performance of selected hardware and software, and maintains related service records;
3. Conducts performance analysis of hardware and software configurations;
4. Researches, identifies, classifies and compares software alternatives for handling present and potential needs of the data center;
5. Examines, evaluates and tests hardware and software, and makes recommendations as to its appropriateness on a variety of different platforms;
6. Develops standards, monitors and makes reports on the utilization of generalized software for the department;
7. Maintains a selected list of hardware and software vendors.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of various computer platforms, operating systems and software products sufficient to develop, monitor and analyze integrated telecommunications services including Internet, Intranet, GIS, ERP, E-mail, E-commerce, and various web/browser applications;

Ability to effectively evaluate the latest developments in the field of network related hardware, software and applications trends in relation to existing facilities and both current and future needs;

Ability to communicate effectively, both orally and in writing;

Ability to work with both technical and non-technical user agencies, along with various vendors;

Ability to move equipment and work in confined places while installing and working on equipment such as network switches;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

INFRASTRUCTURE ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Five (5) years of work experience which primarily involved systems programming which included operating systems and telecommunications software on mainframes, mini computers and microcomputers.

DP0241

ADOPTED: 01/01/02

REVISED: 01/01/17 (*Systems Network Administrator*)