

- » Make sure that everyone knows who the network administrator is and that the network administrator has the authority to make decisions about the network, such as what access rights each user has, what files can and can't be stored on the server, how often backups are done, and so on.
- » Pick someone who is assertive and willing to irritate people. A good network administrator should make sure that backups are working *before* a hard drive fails and make sure that antivirus protection is in place *before* a virus wipes out the entire network. This policing will irritate people, but it's for their own good.
- » In most cases, the person who installs the network is also the network administrator. This is appropriate because no one understands the network better than the person who designs and installs it.
- » The network administrator needs an understudy — someone who knows almost as much about the network, is eager to make a mark, and smiles when the worst network jobs are delegated.
- » The network administrator has some sort of official title, such as Network Boss, Network Czar, Vice President in Charge of Network Operations, or Dr. Network. A badge, a personalized pocket protector, or a set of Spock ears helps, too.

## The Three “Ups” of Network Management

Much of the network manager's job is routine stuff — the equivalent of vacuuming, dusting, and mopping, or changing your car's oil and rotating the tires.

Three of the most important routine tasks that a network administrator must do vigilantly are what I call the “Three Ups of Network Management.” They are

- » **Back up:** The network manager must ensure that the network is properly backed up. If something goes wrong and the network isn't backed up, guess who gets the blame? On the other hand, if disaster strikes yet you're able to recover everything from yesterday's backup with only a small amount of work lost, who gets the pat on the back, the fat bonus, and the vacation in the Bahamas? Chapter 22 describes the options for network backups. Read it *soon*.
- » **Lock up:** Another major task for a network administrator is sheltering the network from the evils of the outside world. These evils come in many forms, including hackers trying to break into your network and virus programs arriving through email or untrustworthy websites. Chapter 19 describes this task in more detail.