

Network Administrator

Exempt (Pay Grade 11: \$48,876 - \$73,320)

Minimum Education/Experience

- Bachelor's degree in relevant field
- 3 years relevant experience

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> • Installs, maintains, and monitors the operation of the organization's local and wide area networks (LAN/WAN). • Responds to network-related issues and problems. • Plans, coordinates, and implements the installation, updating, and configuring of software applications. • Recommends policies and standards for network and maintains network security and related procedures. • Coordinates training of users on network operations and procedures. • Normally receives no directions on routine work, and general directions on new assignments. 	<ul style="list-style-type: none"> • Decisions significantly impact the efficiency and quality of institution's technical expertise and electronic communications capacity.
Budget/Financial accountability	<ul style="list-style-type: none"> • Evaluates and recommends vendor products, hardware/software, and telecommunications equipment. 	<ul style="list-style-type: none"> • Decisions significantly impact cost-effectiveness of LAN-related operations and procedures.
Institutional resources and relationships	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
Staff leadership	<ul style="list-style-type: none"> • Participates in a team of non-exempt and exempt staff. • Provides leadership, mentoring, and coaching for appropriate staff to ensure their success with network-related operations and procedures. 	<ul style="list-style-type: none"> • Decisions significantly impact the quality and productivity of the work environment.