

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1
POSITION TITLE: NETWORK ADMINISTRATOR
GRADE LEVEL: M15
SUPERVISOR TITLE: Datacenter Operations Supervisor
FLSA STATUS: Exempt Non-Exempt
BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general supervision, this position is responsible for administering District-wide technology systems and related supporting infrastructure consisting of a variety of operating environments on various hardware platforms.


CLASS CHARACTERISTICS

Network Administrator

This is an advanced journey level confidential position in the information systems and technology class series. Positions assigned to this level may provide lead supervision to journey level staff. Positions assigned to this level are fully trained and competent to independently perform highly technical and specialized system analysis, troubleshooting, and maintenance functions. This position will be responsible for overall systems analysis and troubleshooting of multiple enterprise wide systems. This will include all switching and data transmission equipment, all wired and wireless systems ports and access points, routers and internet connections and appliances, firewalls and data and user protection systems, SDN and NAC systems and policies, ERP level systems and related applications, virtualization environment, data storage and control systems, datacenter hardware and management, back-up systems and replication, phone systems and related equipment and all network wiring and related connections. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

Primary Duties and Functions:

-  Administer and manage remote access systems and related connections and requirements

- ✎ Maintain remote access to SCADA segmented network and applications
- ✎ Maintain primary and secondary datacenters as defined in Critical Operational Procedures guideline
- ✎ Design, implement and manage micro segmented network infrastructure to improve security posture
- ✎ Manage network access control solution to monitor network performance and reliability
- ✎ Manage all firewalls to include network routing, rules, patches, break/fix, updates and subscriptions
- ✎ Administer and maintain patch management for all non-Windows network and computer equipment
- ✎ Configuration, management and administration of a multi-site replicated SAN solution
- ✎ Administer and manage multiple VMWare clusters and vCenter servers
- ✎ Optimize server infrastructure for use in a virtualized environment
- ✎ Management and administration of a VoIP telephone solution
- ✎ Administer Microsoft SQL database servers/clusters

Additional Duties

- ✎ Assist in administering, developing and integrating all databases
- ✎ Assist with the installation and upgrade of ALL core ERP systems
- ✎ Assist with the administration and management of SCADA systems
- ✎ Assist other technical staff with troubleshooting integration issues within the various district applications
- ✎ Perform the role of lead and assigns work to staff interns as required
- ✎ Ensures the reliability and health of the district's networks
- ✎ Enforces Information Technology standards for the district
- ✎ Respond to Help Desk tickets/calls as needed
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Broad knowledge of multiple information technologies at the enterprise level
- ✎ Extensive working knowledge of network and information security principles and practices
- ✎ Expertise in Local and Wide Area Networks
- ✎ Extreme Networks advanced level networking
- ✎ Fat Pipe Network WARP router clustering
- ✎ Understand complex network routing protocols and segmentation methods
- ✎ WLAN protocols and related security requirements
- ✎ Palo Alto Next Generation and SonicWall Firewall technology
- ✎ VMWare ESX server virtualization including HA and DRS functions

- ✎ Nimble Storage, including distance replication
- ✎ ExaGrid Tiered Backup Storage systems
- ✎ Veeam Backup + Replication
- ✎ Currently supported versions of Microsoft Exchange Server
- ✎ Currently supported versions of Microsoft SQL Server
- ✎ Infor Lawson systems management and required peripheral applications
- ✎ Harris Cayenta Utility Billing and CIS systems
- ✎ Infor Hansen CMMS systems
- ✎ Citrix Remote Application servers and systems
- ✎ Mitel VoIP phone system, protocols and administration
- ✎ Mitel Contact Center System

Ability to:

- ✎ Build and maintain servers
- ✎ Establish network and system recovery practices
- ✎ Implement storage practices and policies
- ✎ Manage multiple projects simultaneously
- ✎ Understand and carry out verbal and written directions
- ✎ Troubleshoot and repair or replace server hardware
- ✎ Troubleshoot and repair or replace network hardware
- ✎ Troubleshoot and resolve network and data access issues
- ✎ Comply with the District's safety, health and environmental policies

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Six (6) or more years of verifiable experience with increasing responsibilities in network administration, LAN/WLAN/WAN networks, security administration, and related management of information systems

Training: Equivalent of bachelor's degree in computer science or related field, variety of training certificates or multiple related disciplines, (i.e., Microsoft courses, ERP administration courses, etc.)

Licenses/Certificates:

- ✎ Certificates such as Extreme Networks ENA, ENS, or ENS-W, Microsoft MCP or MCSE, MCTS or MCITP and VMWare VCP, desired. Administration and training on Enterprise level storage and Disaster Recovery systems beneficial
- ✎ California class C driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction
- ✎ Regular attendance
- ✎ Exposure to confined working space and potential electrical hazards
- ✎ Work in a temperature-controlled office environment with moderate noise
- ✎ Occasional travel by automobile conducting District business

OTHER REQUIREMENTS

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date