



# Trinity Valley Community College

## Job Description

### Network Administrator

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Under the guidance of the Director of Network Support Services, installs, maintains and monitors the operation of the wide, wireless, and local area networks at TVCC.

#### **REPORTS TO:**

Director of Network Support Services

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Associates degree in a computer related field with certificate(s) in networking and microcomputers or equivalent work related experience.

##### **PREFERRED:**

Bachelor's degree in a computer related field

##### **EXPERIENCE REQUIRED:**

Three (3) years recent work experience

##### **PREFERRED:**

Minimum of three (3) years' experience in information technology services directly related to the duties and responsibilities listed below if the candidate has a Bachelor's or Associates degree. Minimum of three (3) years' experience in information technology services directly related to the duties and responsibilities listed below if candidate has a certificate. Military or work related candidates should have a minimum of six (5) years extensive experience in information technology services directly related to the duties and responsibilities listed below.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Basic Math                         |
| • Computer software proficiency – Microsoft Office | • Attention to detail                |
| • Operating equipment – office or otherwise        | • Time management                    |
| • Written and oral communication                   | • Operational systems and procedures |
| • Interpersonal and/or customer service skills     | • Organization                       |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**



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#### RESPONSIBILITIES:

- Provide engineering and support services for the TVCC network consisting of wide area network links, routers, and network switches.
- Work as a member of the Network and Telecommunications team to coordinate network repairs, upgrades, equipment replacements, cable installations and other duties as needed in supporting the campus networking infrastructure.
- Provide project management including project planning, implementation and successful execution of project including technical network design, network diagrams, and detailed network documentation supporting TVCC data network infrastructure.
- Provide installation, configuration, diagnosis and resolution of network systems, routers, switches (layer 2 & 3).
- Maintain SNMP monitoring software on all major network equipment and connections to ensure that the network is functioning
- Install and maintain UPS devices on all campus locations of TVCC.
- Provide installation, configuration, diagnosis and resolution of security devices including firewalls, intrusion detection devices, anti-virus, anti-spam, etc.
- Provide installation, configuration, diagnosis and resolution of issues related to TVCC's wireless network system.
- Provide installation, configuration, diagnosis and resolution of issues related to TVCC's electronic key lock system.
- Directly responsible for the implementation, installation, support, training and maintenance of the selected unified communication system (VoIP) system.
- Provide installation, configuration, diagnosis and resolution of TVCC's surveillance system.
- Advance configuration of network management tools
- Design and development of web pages and FAQs for the TVCC web server
- Excellent teaming, oral, written and communication skills.
- Must work well independently and as a contributing member of a team; and demonstrate strong communication, written and presentation skills.
- Other duties as assigned by the Director of Network Support Services

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |                           |
|-------------------------------------|---------------------------|
| • Standard office equipment         | • Multi-line phone system |
| • Personal computer and peripherals | • Copier                  |
| • Calculator                        | • Fax machine             |

##### PHYSICAL DEMANDS:

- Required to: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, talking, hearing, seeing, repetitive motions, and computer work.
- May need to: sedentary work, and light work.
- Occasionally will do: crawling, pushing, pulling, and feeling.

##### MENTAL DEMANDS:

- Emotional control under stress 25% of the time
- Frequent interruptions more than 25% of the time

##### OTHER DEMANDS:

- Hazardous physical conditions less than 25% of the time.
- Atmospheric Conditions less than 25% of the time.
- Extreme temperatures less than 25% of the time.
- Inadequate lighting less than 25% of the time.
- Environmental less than 25% of the time.

All TVCC positions are security sensitive and require a criminal background check.



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*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 10/12/2021*

<b>Classification:</b>	Technology-Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1624
<b>DBM:</b>	D	<b>Travel Required:</b>	None
<b>IPEDS/SOC CODE:</b>	15-1142	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	240	<b>Length:</b>	12 Months
<b>FUND:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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