

COMMONWEALTH OF PENNSYLVANIA
TREASURY DEPARTMENT

POSITION VACANCY

THIS NOTICE IS TO ANNOUNCE THAT A
VACANCY EXISTS AS DETAILED BELOW

- (1) Class Title: Network Administrator I
- (2) Class Code: T1514
- (3) Office: Bureau of Information Technology
- (4) Pay Range: 9
- (5)*Last Day to apply for posted positions: **October 24, 2016**
- (6) Work Hours: TBD
- (7) Work Location: Finance Building, Harrisburg, PA 17120

Patrick C. Tighe/pbf
Director of Human Resources

October 18, 2016
Date

ANYONE INTERESTED IN THIS POSITION, PLEASE APPLY TO ROOM 104, FINANCE BUILDING, NO LATER THAN THE CLOSE OF BUSINESS ON THE LAST DAY OF ACCEPTANCE.

TREASURY EMPLOYEES SHOULD USE THE ATTACHED BID FORM TO APPLY, WHICH CAN BE EMAILED TO PBLANCH-FRIEDRICH@PATREASURY.GOV.

NETWORK ADMINISTRATOR I

DEFINITION: This is highly advanced technical or supervisory work in the administration of complex networks or in a centralized support capacity in network support, server support, or network managed services for complex networks.

An employee in this job is responsible for independently performing network administration and planning functions as a network administrator; performing highly advanced technical network administration support functions in network support, server support, or network managed services in a complex network environment; or supervising technical or advanced technical network administration functions in network support, server support, or network managed services. Work may also involve supervising network user support services in a network environment. Network support functions involve installing and testing network hardware and software, including determining access controls and standards; designing network hardware and software configurations for new networks, network expansion, and integration with other networks; monitoring communications to ensure network availability, performance, and for use in planning for future network needs; identifying network malfunctions and coordinating, scheduling, or implementing resolutions to hardware and software problems; configuring and managing routers, switches, and other hardware and software components; preparing network design specifications and specifications for the acquisition of hardware and software to support operations; and directing or administering network security measures. Server support functions involve installing and testing network hardware and software; developing design or installation specifications for network operating systems and applications on servers; and developing standards and procedures for the access and use of network resources. Network managed services functions include the administration of agency wide applications and services such as systems management, antivirus, and host intrusion protection, including developing the standards and guidelines for their use in the agency's network environment. Work is typically characterized by the necessity for integrating and managing the network and connectivity with other networks, platforms, and protocols including the communications hardware and software to support connectivity. The environment may consist of Wide Area, Metropolitan Area, or complex Local Area Networks characterized by multiple nodes and operating protocols, and supporting multiple business applications and computing platforms or having connectivity to multiple computing platforms. Work may also involve consultative duties in the management, design, and administration of complex networks. Work is performed independently using initiative and judgment in managing network operations. Work may be assigned by an administrative or technical supervisor and is reviewed for conformity to operating procedures and overall network performance.

EXAMPLES OF WORK:

Troubleshoots and resolves complex network problems referred from the help desk.

Utilizes various types of tools and techniques to test, verify, troubleshoot, and resolve complex agency wide network problems.

Monitors network performance through the use of various network management tools.

Develops procedures for network optimization and approves procedures recommended at lower levels for network optimization.

Responds to escalated incidents and events through diagnosis and troubleshooting and works with end users and service providers to resolve problems.

Evaluates current and future demand on the network and recommends and justifies upgrades.

Plans and designs complex network configurations and participates in designing the most complex network configurations to enable the integration of network operating systems, platforms, and protocols to ensure network performance and security.

Develops policies and standards for, and implements, controls, and monitors agency wide network security mechanisms.

Determines access controls and standards for switches, routers, or other communications hardware and their associated software to support connectivity with other networks, platforms, and protocols.

Installs, configures, and maintains switches, routers, or other communications hardware and their associated software to support connectivity with other networks, platforms, and protocols. Installs, tests, and maintains network cabling found in a network environment.

Provides consultative technical assistance in a centralized support capacity in network support, server support, or network managed services for complex networks.

Develops policies and procedures.

Manages agency level firewall hardware and software that includes responsibility for approving the firewall policies, rule sets, and specifications.

Establishes and maintains security for demilitarized zones and secure subnets.

Works with external vendors to resolve complex hardware and software issues on the firewalls.

Installs or oversees the installation of server hardware and peripheral components following design or installation specifications and ensures operability.

Develops design or installation specifications for network operating systems.

Develops standards and procedures guiding access and use of network resources.

Installs or updates software such as network operating systems, utility and other network software utilized in a complex network environment and tests to verify correct system operation.

Develops standards and procedures for the installation and configuration of network software.

Designs the agency enterprise backup solutions for servers.

Plans, configures, customizes, develops, implements, and maintains central directory services, naming systems, trusts, and group policy standards.

Plans, designs, scripts, tests, and places into production complex tools and utilities for use on the network.

Integrates statewide networks carrying multiple forms of communication traffic on a variety of platforms with Local, Wide, and Metropolitan Area Networks.

Proposes engineering solutions to network design and communication problems.

Develops network designs for the implementation and support of multiple platform agency wide or multi-agency applications, which includes network capacity planning.

Reviews technical manuals and other literature, attends seminars, conferences, and training classes to maintain currency with new information services, products, and information technology developments.

Monitors network status and determines additional hardware and software requirements and prepares technical specifications for hardware, software, and services acquisition.

Develops specifications and oversees the work of contractors in accordance with specifications.

Provides technical assistance in the development of contract specifications.

Directs and consults with vendors, consultants, or contractors providing specific services or functions for establishing and maintaining networks.

Participates in program planning functions providing input regarding network capabilities and potential in meeting program objectives and engineers the network to incorporate change.

Conducts feasibility and cost comparison studies and makes recommendations based on the findings.

Prepares network planning documents.

Develops and administers the disaster recovery and continuity of government plans.

REQUIRED KNOWLEDGES, SKILLS, and ABILITIES: Knowledge of the principles and practices of network communications in an inter-network environment.

Knowledge of industry standards and protocols, concepts, and best practices in the planning, design, implementation, and integration of network communications systems.

Knowledge of the functions, capabilities, and design of network hardware and software used in a network environment.

Knowledge of the processes and procedures involved in the installation and configuration of network hardware and software used in a network environment.

Knowledge of the process of installing and configuring hardware and software on desktop computers and peripherals.

Knowledge of troubleshooting techniques in a network environment.

Knowledge of network security industry standards and best practices.

Knowledge of scripting used in a network environment.

Knowledge of physical cabling and wiring specifications.

Ability to read and interpret technical computer manuals, procedures, and specifications.

Ability to communicate effectively orally.

Ability to communicate effectively in writing.

Ability to establish and maintain effective working relationships.

MINIMUM EXPERIENCE AND TRAINING:

Three years of information technology experience that includes two years of technical experience in network operation or network maintenance, and an associate's degree in any information technology field;

or

Five years of information technology experience that includes two years of technical experience in network operation or network maintenance;

or

An equivalent combination of experience and training that includes two years of technical experience in network operation or network maintenance.