

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Sr LAN Administrator	<b>Job Code:</b>	T43552
<b>Job Function:</b>	Staff	<b>Grade:</b>	221
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	3000 Information Technology Division	<b>Date:</b>	1/1/04;7/11/00

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**Job Summary:**

Provide enterprise-wide local area network support to the campus community by installing, integrating, and maintaining server hardware, network operating system, and multi-user server applications for multiple servers. Evaluate and recommend new network server hardware and software products. Assist in the long-term network planning and design process and the development of new technical standards. Resolve complex problems related to network operating systems and server applications.

**Essential Functions:**

30% Install, test, upgrade and administer multiple enterprise-wide local area network servers and multi-user server applications. Analyze and resolve complex problems with server hardware and software and network applications, working in collaboration with other department personnel when required. Available/on-call 24 hours/day for solving critical problems with hardware and software.

25% Monitor enterprise LAN servers, network operating systems, and network applications. Generate and analyze usage reports and system configurations for performance tuning and capacity planning. Plan system migrations and upgrades. Assist in the development of network security and usage policies.

20% Research and evaluate new and emerging technologies and adapt these technologies for use in the University environment. Assist in the overall enterprise network design and planning process.

15% Evaluate and recommend new hardware and software technology for integration into existing campus wide network. Provide consultation to other departments on the selection, installation and management of network servers and applications.

10% Develop software and design methods and procedures for system integration and administration of various server platforms and services.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in networking communication protocols, LAN and PC operating systems, LAN software applications, and LAN hardware. Highly developed problem solving, communication, and technical writing skills required. Ability to adapt to new technology and maintain current in technical knowledge required.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.