

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: LAN Administrator Senior		Class Code: 001BJ1
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 6-27-14
	Summary: Incumbent serves as a senior level LAN Administrator carrying out a wide variety of the most advanced technical computer system duties and typically reports to LAN Administrator Manager or higher-level staff.		

Duties:

- Analyzes and develops server hardware specifications and configurations;
- Monitors the network to ensure performance status;
- Establishes standards and procedures for server specifications and setup;
- Ensures that loops on event servers, either preventative or scheduled, are performed;
- Ensures that all preventive maintenance is performed;
- Acts as a liaison for other departments/divisions in providing troubleshooting for all types of programs;
- Prepares proposals, cost benefit analysis, budgets and feasibility studies;
- Performs studies to define solutions;
- Provides integrated customer support and consults with all users on system design and implementation;
- Evaluates new products/technologies to determine impact on existing systems;
- Evaluates vendor products and recommends hardware, software and modem equipment to management for purchase;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of network operating system, design and protocols;
- Thorough knowledge of local area network concepts;
- Thorough knowledge of computer programming including computer languages, database design work process charting and testing of programs;
- Thorough knowledge of technology equipment including operating characteristics and limitations;
- Thorough knowledge of most recent technical developments in the hardware field;
- Advanced knowledge of operating systems;
- Advanced knowledge of networking protocols;
- Advanced knowledge of distributed systems based tape management software;
- Effectively communicate, both orally and in writing;
- Ability to read and understand complicated technical manuals on hardware, software, LAN design and administration.

Difficulty of Work:

Work is broad in scope requiring extensive judgment in adopting techniques to meet the information technology requirements, specifications, standards and procedures of a complex enterprise-wide system.

Responsibility:

Work has a direct influence and impact on the agency's ability to successfully administer the business operation to achieve agency mission, policy or practice. Technical instruction is generally not needed; however, incumbent may seek guidance when unique problems arise. Work is reviewed for adherence to deadlines and attainment of objectives.

Personal Work Relationships:

Incumbent works with a wide variety of individuals including the public, political activist groups, consultants, agency personnel, contract facilities, the regulated community and representatives of federal, state and local government. These contacts are for the purpose of interpreting, developing and gaining support of and compliance with rules, laws, regulations and contract agreements. Contracts made have a significant impact on the development and modification of chemistry processes in agency programs.