

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> LAN Administrator Intermediate		<b>Class Code:</b> 001BJ2
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 6-27-14
	<b>Summary:</b> Incumbent serves as a LAN Administrator carrying out a wide variety of advanced technical computer system duties and typically reports to a LAN Administrator Manager or higher-level staff.		

**Duties:**

- Installs network software/hardware;
- Monitors the network to ensure performance status;
- Sets up servers;
- 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;
- Assists in the preparation of proposals, cost benefit analysis, budgets and feasibility studies;
- Performs studies to define solutions;
- Provides integrated customer support to all users on system design and implementation;
- Assists in the evaluation of new products/technologies to determine impact on existing systems;
- Assists in the evaluation of vendor products;
- Performs related duties as required.

**Job Requirements:**

- Advanced knowledge of network operating systems, designs and protocols;
- Advanced knowledge of local area network concepts;
- Advanced knowledge of computer programming including computer languages, database design, work process charting and testing of programs;
- Advanced knowledge of technology equipment including operating characteristics and limitations;
- Advanced knowledge of most recent technical developments in the hardware field;
- Working knowledge of operating systems;
- Working knowledge of networking protocols;
- Working knowledge of distributed systems 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:**

Incumbent uses considerable judgment in selecting the most pertinent guidelines to follow. Work is broad in scope and requires in-depth analysis of multiple variables to fit various circumstances of a medium to complex enterprise-wide system.

**Responsibility:**

Incumbent works closely with higher-level staff and/or management to outline general objectives and boundaries that incumbent will follow to meet the requirements of the agency. Unusual problems or deviations from guidelines or practice are discussed with manager at the discretion of the incumbent. Work is reviewed for attainment of objectives and compliance with policy and practice.

**Personal Work Relationships:**

Incumbent interacts with a wide range of personnel from agency, other state agencies and outside contractors to ensure that the multiple computer systems are operationally ready to meet the processing requirements of its customers. Incumbent works with manager, technical support, vendors, analysts, programmers and clients in the systems design, problem solving, software/hardware maintenance and administration. Incumbent can be involved in large-scale projects involving communications with many different parties which often requires cooperative problem solving. Incumbent must be able to tactfully gain information and cooperation from co-workers, vendors and customers.