

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: LAN Administrator - Associate		Class Code: 001BJ3
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date:
	Summary: Incumbent carries out a wide variety of technical computer system duties and typically reports to senior-level LAN Administrator or higher-level staff.		

Duties:

- Installs network software/hardware;
- Monitors the network to ensure performance status;
- Ensures that loops on event servers, either preventative or scheduled, are performed;
- Ensures 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:

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

Incumbent follows general guidelines under the direct supervision of a manager or higher-level staff. Guidelines are complex in nature and may require some judgment in making adaptations to fit the conditions of the work. Work is broad in scope and requires consideration of conflicting variables.

Responsibility

Incumbent works under immediate supervision of higher-level staff and receives general instructions for work in support of agency information technology requirements. Work is reviewed for soundness of judgment, technical accuracy, and compliance with division and agency policy.

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 also 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.