

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> LAN Administrator Manager		<b>Class Code:</b> 00EAP6
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 6-27-14
	<b>Summary:</b> Employee oversees and manages a LAN Administration program for an agency information technology department, which involves the definition and development of information technology requirements, evaluation of technology needs and formulation of solutions, establishing priorities and monitoring progress as they pertain to the LAN Administration function.		

**Duties:**

- Provides technical leadership in the technology disciplines to ensure the development of server hardware specifications and configuration;
- Manages the analysis and development of server hardware specifications and configuration;
- Oversees the monitoring of the network to ensure performance status;
- Ensures that loops on event servers, 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 software programs;
- Prepares proposals, cost benefit analysis, budgets and feasibility studies;
- Oversees the performance of studies to define solutions;
- Provides integrated customer support and consults with all users on system design and implementation;
- Oversees the evaluation of new products/technologies to determine impact on existing systems;
- Evaluates vendor products to determine which best meet needs;
- Presents information and recommends products to management regarding purchase of hardware, software and modem equipment;
- Performs related duties as required.

**Job Requirements:**

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

**Difficulty of Work:**

Incumbent applies general agency guidelines and broad knowledge of LAN Administration in order to design and develop the function for the division. Extensive judgment and technical expertise will ensure that disruptions in the agency's operations are limited and controlled. Work is broad in scope, and in some cases is new or unprecedented in nature where consideration must be given to the agency's operations when determining appropriate solutions or making decisions.

**Responsibility:**

Incumbent is provided objectives and boundaries and is responsible for ensuring their work, and the work of the LAN Administration department is in compliance with the policies, programs and practices of the agency and IT division. Employee's work has an extensive impact on the IT division's operations and other major agency programs and operations. Problems that may impact the agency's operations significantly may be discussed with the manager.

**Personal Work Relationships:**

Incumbent works with the agency executive management, IT division management, division director, systems users, agency personnel, consultants, vendors, representatives from other agencies, and any other individual or group involved with the LAN Administration function. Contacts are for the purpose of directing, managing, supervising, problem solving, sharing, describing, troubleshooting and analyzing. Incumbent communicates program progress to management.