PANOLA COLLEGE
JOB DESCRIPTION

JOB TITLE:	Network Administrator	**FLSA status:**	Exempt

DEPARTMENT:	Information Technology Services	**REPORTS TO:**	Director of Information Technology Services

Position summary: Under indirect supervision, this position is responsible for the stable operation of the college computer network and servers. This position reports directly to the Director of Information Technology Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's network and servers.

Position responsibilities:

- Consults with users and performs needs analyses, evaluates requirements, recommends designs, provides cost analyses, plans projects, and coordinates tasks for installation of high-speed data networks.
- Analyzes and resolves technical problems for established networks.
- Plans, tests, recommends, and implements network, server, and workstation hardware and software.
- Provides network documentation, training, and guidance to computing system clients and programmers.
- Serves as technical specialist in network problems and emergencies; assists in troubleshooting and resolution of network production problems.
- Investigates alternatives and researches development of strategic implementations of network components; recommends network solutions for short-, medium-, and long-range network projects.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- May lead or guide the work of other staff and/or students engaged in similar functions.
- Provides support on Information Technology Services Help Desk
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree with at least 2 years of experience that is directly related to the duties and responsibilities specified.
  Or successful completion of at least 60 college-level credit hours with at least 4 years of experience that is directly related to the duties and responsibilities specified. Or high school diploma or GED with at least 6 years of experience that is directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Ability to design and coordinate the installation of high-speed data networks.
- Ability to maintain and troubleshoot computer network hardware, software, and peripherals.
- Knowledge of available computing and/or network hardware and peripheral equipment.
- Ability to determine computer problems and to coordinate hardware and/or software solutions.
- Ability to provide a range of systems training and/or support activities for users.
- Ability to develop systems solutions for operational problems.
- Ability to develop and write systems and applications documentation and guides for users.
- Knowledge of a range of computer networking systems and languages.
- Knowledge of current technological developments/trends in area of expertise.
- Ability to lead assigned staff including prioritizing and scheduling work assignments.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.