



## **JOB DESCRIPTION**

Title: **NETWORK ADMINISTRATOR**  
Department: Information Technology  
Class Code: 1823  
FLSA Status: Exempt  
Effective Date: January 10, 2019 (Rev. 01/2025)

### **GENERAL PURPOSE**

Under the general supervision of the IT Support Supervisor, is responsible for implementing and maintaining network and cybersecurity infrastructure while complying with CJIS requirements. Works in conjunction with IT Support Supervisor to complete various projects assigned to IT. Provides second-tier support for the Police Department and Fire Department.

### **ESSENTIAL DUTIES**

- Installs, configures, and maintains firewalls, switches, routers, servers, wireless networks, and VPN appliances used city wide and for public safety specific uses.
- Works on configuration and maintenance of security and cybersecurity appliances.
- Provides input for budgetary considerations related to IT projects.
- Assists with installations and support of desktops, laptops, cellular devices, and tablets that all departments use.
- Researches new technologies and methods for cybersecurity.
- Ensures CJIS compliance for systems and network infrastructure that Public Safety uses.
- Sets up and maintains all hardware and software to interface with local network, intranet servers and city systems with a focus on cyber security; performs general maintenance on networks and systems.
- Recommends purchases of hardware and software needed to operate all city systems.
- Maintains an effective and efficient partnership with city departments related to aspects of software/hardware acquisition and interface, design/development, upgrades, and systems maintenance.
- Attends technical user and cybersecurity meetings for city networks and systems.
- Facilitates the exchange of database information between city systems and other agencies.
- Creates and maintains IT related reports from various databases.
- Trains users on proper computer and cybersecurity protocols.

- Attends annual cybersecurity trainings or courses to ensure city's cybersecurity meets current compliance standards.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Associates degree from an accredited college or university in criminology, statistics, computer science, information systems, and four (4) years of configuring and maintaining network infrastructure i.e. firewalls, switches, routers, wireless, PC operating systems environment, i.e., UNIX, Linux, Windows, OR any equivalent combination of education and experience.

### Special Requirements

- Working knowledge of public safety software and reporting systems highly desired.

### Necessary Knowledge, Skills and Abilities

- Extensive knowledge of desktop, laptop, and tablet hardware.
- Knowledge of network infrastructure such as firewalls, switches, servers, routers, wireless networks.
- Knowledge of cybersecurity tools such as SIEM (Security Information and Event Management), XDR (Extended Detection and Response) software, web filtering software and/or proxies.
- Knowledge of CJIS (Criminal Justice Information Services) policy compliance.
- Knowledge of NIST (National Institute of Standards and Technology) cybersecurity policies.
- Knowledge of cybersecurity best practices for both OT and IT networks.
- Working knowledge of Microsoft desktop products.
- Proficiency in UNIX and/or Linux administration.
- Proficiency in system analysis, implementation, knowledge of documentation requirements and skill in technical writing.
- Ability to perform duties with speed and accuracy.
- Ability to organize assigned work and develop effective work methods.
- Ability to develop and maintain an effective working relationship with co-workers in all city departments.
- Ability to practice independent judgment while performing analysis and in making determinations.
- Ability to work in coordination with criminal investigators in sophisticated technological and computer crime investigations.
- Ability to work with query report writer systems and knowledge of writing queries from reporting systems.

## **TOOLS & EQUIPMENT USED**

- Servers, firewalls, routers, switches, desktops, laptops, tablets, cellular devices; SIEM management, log management, XDR, and web filtering and monitoring software; cybersecurity training platforms.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk, and hear; use hands to manipulate, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_