TITLE: IT Network Administrator II

DEPARTMENT: Information Technology

FUNCTION: Provides network support to operational computer network users.

REPORTS TO: Managing Director of Networks and Infrastructure

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assembles and configures network components and performs associated services.
2. Sets up and maintains basic network operations including assembly of network hardware.
3. Provides users with network technical support and performs network troubleshooting.
4. Installs network hardware and software components, including upgrades as required; configures network printing, directory structures, rights and security, and software and files services; performs software and hardware testing to ensure quality service.
5. Performs additional tasks or duties as assigned by the Managing Director of Networks and Infrastructure or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Well versed with technologies including Netapp 3250 SAN, Juniper SSL VPN, F5 LTM, BEA Weblogic, RSA Secure ID, Symantec security products, Tipping Point IPS, SCCM 2007, MOM 2005, Cisco ASA 5550, LMS-WebCT, VMWare, Symantec NetBackup, etc. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Minimum of 2 years of related experience/or Associate’s Degree/or 2 years at a technical school, or a combination of both to equal 2 years.
**Experience:** Minimum of 2 years of related experience/or Associate’s Degree/or 2 years at a technical school, or a combination of both to equal 2 years. Should have experience with NetAlert & SNMPc, Cisco Real-time Monitoring Tool, NetApp OnTap, Dell OpenManage IT Assistant, Eaton LanSafe, and RoomAlert.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________

Name/Title

Approved by: _____________________ Date: ____________

Name/Title

Reviewed by: _____________________ Date: ____________

Human Resources

Board Approval: _____________________ Date: ____________

Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE