

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Assistant Network Administrator/PC Technician**

**POSITION NUMBER: IT1021**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under limited supervision, this position performs a wide range of tasks that directly support major hardware and software components that comprise the Shawnee County Wide Area Network. Performs other duties as assigned. This position is supervised by the Chief Network Engineer.

**WORK PERFORMED**

- 30% Network User Support.** Responds to requests for hardware and software support from user community.
- 20% Supervise PC Technicians.** Supervises PC Technicians with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Manages daily activities of designated PC Technicians (software installations/upgrades, hardware installations/upgrades, troubleshooting, fiber and copper cable adds/moves).
- 20% Network Application Support.** Updates, monitors and maintains network applications such as Virus Control, Exchange e-mail system, tape backup systems.
- 10% Network User Account Management.** Creates, modifies and maintains network user accounts and Internet access accounts.
- 10% Network Folder Management.** Creates and manages departmental folders, user folders, application folders and permission assignments for same.
- 5% File Server Maintenance.** Sets up and maintains designated file servers. Monitors server event logs.
- 5% Documentation.** Creates documentation for hardware and software installation and configuration.

**Shawnee County Position Description**  
**Assistant Network Administrator/PC Technician (IT1021)**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Supervisory responsibilities and effective leadership skills.
- Building and supporting medium to large Local Area Networks and Wide Area Networks.
- Microsoft Windows Server and Desktop Operating System and Office Productivity Suites, Active Directory organization and management tools, Group Policies, User Profiles.
- TCP/IP protocol suite and Ethernet networks.
- Network infrastructure components: switches, routers, cabling (fiber/copper).

**Ability to:**

- Plan and direct the work of others.
- Assimilate new information rapidly and apply it in creating solutions for large software and hardware deployment projects.
- Support diverse computer user community with an emphasis on building and maintaining good customer relations.
- Communicate effectively, both orally and in writing, using the English language.

**Skill in:**

- Providing leadership and direction to employees.
- Creative and innovative thinking\problems solving
- Providing leadership and direction to employees

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing			X		Work Above Ground	X			
Far Vision	X				Sitting			X		Work Below Ground	X			
Color Vision			X		Carrying			X		Irregular Surfaces			X	
<b>VOICE</b>					Climbing			X		Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.			X			X			

**Shawnee County Position Description  
Assistant Network Administrator/PC Technician (IT1021)**

**EQUIPMENT USED**

Personal Computer	Telephone	Fax Machine	Cable Tester
Printer	Photocopier	Office Furniture	Hand Tools

**MINIMUM QUALIFICATIONS**

Certificate of completion of a program of study (or demonstrable ability to complete such a program within 6 months of start date) in Computer Networking Technology or similar program OR at least (2) years of employment experience in Computer\Network support or Network Administration.

Valid Driver's License and able to operate a County-owned vehicle (HR-2005-7).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to pass a background investigation, pre-employment physical/drug screen and a review of driving record.

Required to lift fifty (50) pounds.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

**Shawnee County Position Description**  
**Assistant Network Administrator/PC Technician (IT1021)**

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 04/05  
Revision History: 05/14