**NSCA**

**Sample Position Description**

**Title:** Network Administrator

**Reports To:** Controller/MIS Director

**Class:** Full-Time

**Type:** Salary

**Revised:** 9/15/20XX

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**Primary Role:**

Responsible for developing and maintaining reliable and efficient network systems for Company-wide data processing needs as established by the Controller/MIS Director; training users on systems and applications; writing and maintaining basic database applications and interfaces with the accounting system; staying current on industry trends and techniques; and working closely with the Controller/MIS Director to foresee future Company needs.

**Responsibilites:**

1. Maintains daily hardware/software on personal and network computer systems Company-wide
2. Develops database applications as needed
3. Provide and develop all required reports from <COMPANY NAME> information systems
4. Provides <COMPANY NAME> personnel training on all company hardware/software applications and procedures on an ongoing basis
5. Ensures that all system information is backed up consistently with a proper rotation to insure data integrity and works with branches on back-up issues
6. Enforces network system and data security policies consistent with the company’s policies and objectives and ensures their execution
7. Maintains the corporate server(NT, Citrix, web, etc)
8. Maintains Local and Wide Area Networks
9. Works with the Controller/MIS Director to design effective and efficient network system and data security controls
10. Assists the Controller/MIS Director with preparation of information system budget requirements
11. Documents the Company-wide information systems
12. Other duties as assigned by <COMPANY NAME> Management

### **Accountability:**

# The Network Administrator will be accountable to the Controller/MIS Director. Secondary accountability will be to the other management team members, employees and customers of the company.

**Qualifications:**

A minimum of a two-year degree from an accredited college or university with course work in Computer Science or substitute 2 year pertinent experience for each year of education. Must have a valid driver’s license

**Additional Knowledge, Abilities, Skills:**

1. Able to manage diverse work group with limited resources. Must be able to demonstrate planning, organizing, controlling, and implementing skills which allow the successful completion of goals for a highly complex organization
2. High degree of knowledge of computerized accounting systems.
3. Excellent written and verbal communications skills.
4. Strong interpersonal skills; ability to work with diverse groups to resolve conflicts.
5. Excellent customer service skills to deal with both external and internal customers.
6. Must be able to effectively handle stressful situations well and manage multiple tasks.
7. High degree of proficiency with Personal Computers and Microsoft NT network operating system.
8. Understands SQL and general data base application design and implementation.
9. Understands network protocols, such as TCP/IP, NetBuei.
10. Understands Web server development, administration, and integration of existing applications.

## Travel:

Some travel may be required.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.