UNIVERSITY OF SOUTHERN CALIFORNIA

LAN Administrator

Job Code: 165607

Grade: TI
OT Eligible: Yes
Comp Approval: 9/17/2008

JOB SUMMARY:
Installs and maintains department local area network (LAN).

JOB ACCOUNTABILITIES:

*E/M/NA   % TIME

____  ____  Installs and maintains department's local area network.
____  ____  Researches, analyzes and presents information and recommendations to
management regarding the configuration and acquisition of hardware, software
and telecommunications equipment. Ensures compatibility with existing
information systems.
____  ____  Manages the LAN performance. Troubleshoots problems.
____  ____  Maintains LAN security. Develops, implements and enforces security procedures.
____  ____  Develops, documents and implements system standards and procedures.
Monitors to ensure user adherence.
____  ____  Trains users on LAN operations and provides technical resource support as
needed.
____  ____  Maintains knowledge of and evaluates vendor products including state-of-the-art
equipment, hardware and software for upgrade possibilities.
____  ____  Stays informed of new developments and technologies.

Performs other related duties as assigned or requested. The university reserves
the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of
each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  No
  Yes  In the event of an emergency, the employee holding this position is required to
"report to duty" in accordance with the university’s Emergency Operations Plan
and/or the employee’s department’s emergency response and/or recovery
plans. Familiarity with those plans and regular training to implement those
plans is required. During or immediately following an emergency, the employee
will be notified to assist in the emergency response efforts, and mobilize other
staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Specialized/technical training
Combined experience/education as substitute for minimum education

Minimum Experience:
2 years

Minimum Field of Expertise:
Microcomputer support experience providing a working knowledge of software applications and of network software and hardware.

Preferred Education:
Bachelor's degree

Preferred Field of Expertise:
Degree in math or computer science. Directly related work experience providing a thorough knowledge of network software and hardware.

Skills: Administrative:
Communicate with others to gather information
Research information
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Other:
Analysis
Assessment/evaluation
Conceptualization and design
Consulting
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Teaching/training

Skilled in:
Network communications technologies
Network design, connectivity and capacity configuration
Network security access, management and testing
Technical documentation
Troubleshooting

Skills: Machine/Equipment:
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Personal mobile communication devices
Photocopier

Supervises: Level:
May oversee student and/or temporary workers.

Comments:

May provide 24/7 on-call support as needed.

SIGNATURES:

Employee: ________________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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