JOB TITLE: Network Specialist – Server Administrator

BASIC FUNCTION: Under the direction of the Network Manager, configures and maintains standalone and virtual servers, virtual workstations, network attached SAN storage arrays, and server based applications and resources. Maintains, updates, and make necessary upgrades to support servers such as the Microsoft Windows Server Update Service, antivirus and ListServe servers.

PROVIDES WORK OR LEAD DIRECTION TO: No support staff to supervise.

REPRESENTATIVE DUTIES:
1.   Manages the virtual servers used by the district's academic and administrative users.
2.   Manages the Microsoft Windows Server Update Service server used to maintain patches on all Microsoft servers district wide.
3.   Work with Network Specialist personnel in the installation, programming, testing, and troubleshooting of network applications as needed.
4.   Help in the evaluation and reporting of log files generated by servers assigned.
5.   Install, configure, and maintain physically and network attached SAN storage arrays and their management tools.
6.   Monitors ListServe and effect changes as directed.
7.   Using established procedures, installs, configures, and troubleshoots security video servers and web cameras.
8.   Develop, create, and initiate procedures for the purpose of creating batch user accounts, group policies, and remote user access.
9.   Create, delete, and modify DHCP IP reservations and DNS records.
10.   Evaluate and test failed equipment in conjunction with vendor technical support of assigned network equipment.
11.   Is responsible for the resolution of assigned work orders analyzing and resolving user issues related to this positions responsibilities.
12.   Performs routine backups and recovery as needed.
13.   Add, change, and remove servers, volumes, and folders as needed to the existing Backup system.
14.   Participates in District-provided in-service training programs.
15.   Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16.   Performs other duties, related to the position, as assigned.

EDUCATION: An associate's degree in a related field providing the knowledge of microcomputers and their operating systems is required. Additional qualifying experience may be substituted for the associate's degree on a year for year basis with one year of full-time experience equaling 30 semester units of college. Additional qualifying experience may substitute for the required education on a year for year basis with one year of full-time experience equaling one year of education.

EXPERIENCE: At least twelve continuous months experience working with and troubleshooting servers, VM, SAN, and DHCP/DNS resources.

LICENSES/CERTIFICATIONS: A current Microsoft certification is required. Certification in VMWare, Hyper-V, or Citrix is desired.

June 2010; Minor Revisions 03-2014; 10-2014

KNOWLEDGE OF: Stand alone and virtual servers and network applications, virtual machines, SAN storage arrays, DHCP, and DNS. Microcomputers and their operating systems. Troubleshooting methods.

ABILITY TO: Understand and follow oral and written directions; establish and maintain an effective working relationship with instructors, students, and staff. Communicate effectively both verbally and in writing.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, instructors, students, administrators, and the public.

PHYSICAL EFFORT: Must be able to climb ladders and step stools. Must be able to lift 50 pounds.

WORKING CONDITIONS: All types of conditions and environments marginally suitable for network electronics and servers. Can include limited hot and cold, noisy, dusty, and cramped closets.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information contact (951) 222-8039.