

## University of Virginia Job Summary

<b>Job Code:</b>	<b>Job Title:</b>	LAN Administrator I
<b>UVA Survey Code:</b>	<b>UVA Survey Code Title:</b>	
<b>Pay Band:</b>	<b>Career Path:</b>	Systems & Network Administration
<b>FLSA Status:</b>	<b>Management or Individual Contributor:</b>	Individual Contributor

**Position Summary:** Describe below the primary purpose and function of this job.

Install, maintain, and monitor the local area network (LAN) and secure network access for a department or business unit . Assist with evaluating vendor products in hardware, software, and telecommunications equipment. Implement LAN policies and standards and ensure adherence to security procedures. Maintain contact with outside organizations in the maintenance, service and/or purchase of the LAN. Train users on LAN operations and procedures (access, security and usage).

**Key Roles & Responsibilities:** List up to 6 key roles and responsibilities of this job.

1. Responsible for administration and day-to-day access, usage and performance of the department LAN. Provide integrated team support, security and maintenance of networked file servers, hardware and software. Assist in the installation of hardware, software, and telecommunications equipment.
2. Responsible for handling simple networks, connectivity and performance issues and problem resolution.
3. Analyze and provide bandwidth and security requirements and perform associated periodic assessments.
4. Install new workstations and other devices; provision accounts and other security devices or software.
5. Implement LAN network management applications.
6. Train users on secure usage of file server and LAN services.

**Expertise:** Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have a basic understanding of his/her discipline including all required certifications as well as a basic understanding of the business environment of a large university system. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have basic knowledge of computer sciences and applied skills and abilities for: diagnosing and resolving LAN problems; setting up and rebuilding clients; administering server directory structure authentications, permissions and shares; create databases, administering access rights and maintaining database performance; creating, developing and maintaining Intranet Web sites; resolving Help Desk issues; introducing new applications, installing them on servers/clients, and providing basic user training to improve users' computer literacy and proficiency.

**Problem Solving:** Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address routine problems and will use judgment in selecting among authorized procedures. Incumbent seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.

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**Nature & Area of Impact:** To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is typically limited to the team/department for which the incumbent works. Daily work quality can affect the productivity of students, faculty and/or staff.

**Interactions / Interpersonal Skills:** Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are typically with fellow team members, but the incumbent may have interactions with assigned student, faculty, or staff clients. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service.

### Distinguishing Characteristics

This is the entry-level job for the discipline.

- **Skills:** Level 1 incumbents are developing skills but possess a basic knowledge of the discipline from his/her education and/or training and a basic understanding of the University and its business environment.
- **Level of Work:** Level 1 work is generally routine in nature, with assignments provided at a task level, typically on a daily or short-term basis.
- **Supervision:** Level 1 incumbents work under immediate supervision, have minimal latitude for unreviewed actions/decisions. Level 1 incumbents have no supervisory responsibilities.
- **Interactions:** Level 1 incumbents typically have limited interactions with those outside his/her own team.
- **Focus:** Level 1 incumbents focus primarily on his/her own work quality and accuracy.

**Job Requirements And Qualifications:** Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

<b>Minimum Education:</b>	Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related disciplines.	<b>Preferred Education:</b>	Bachelor's degree in Computer Science, MIS, Computer Engineering or related discipline.
<b>Minimum Experience:</b>	<1 year	<b>Preferred Experience:</b>	1-3 years

**Required Licenses/Certifications:**