NETWORK CONFIGURATION ADMINISTRATOR

DEFINITION

A Network Configuration Administrator is responsible for formulating procedures, executing and coordinating changes, and administering, configuring, and implementing release management for IT equipment.

TYPICAL DUTIES

Formulates procedures for acquiring, testing, and implementing changes to firmware, OS releases, and other software.

Performs network configuration reviews, including all systems that comprise an enterprise infrastructure.

Manages, controls, and arranges for the dissemination of revised configuration to equipment, including routers, switches, and enterprise servers.

Collects and audits version levels on similar equipment to ensure consistency throughout the District.

Oversees the consolidation of firmware levels.

Proposes and implements improvements to code releases, version control, and configuration management system work flows.

Coordinates and communicates changes to network configuration to all impacted users.

Coordinates with the Director of Information Technology, Security, the approval of releases for routers, switches, and other hardware and electronics.

Analyzes existing and new network equipment software and firmware features, functions, and patches; and recommends subsequent actions, including upgrades, based on results.

Defines, maintains, and documents the minimum District network standard configuration templates for all levels of LAN/WAN routers, switches, and other data network transport devices.

Reviews firmware releases to determine compatibility with District equipment.

Works to ensure that configuration change requests submitted by the test team are logged, cross environmental impact is assessed, and cross environmental migration is managed.

Performs analysis of network engineering documentation prior to release.

May manage projects that involve configuration services.

May configure network devices such as routers, switches, firewalls, and content caches.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Network Configuration Administrator is responsible for the configuration of network equipment.

The Director of IT, Network Operations, is responsible for the Network Operations Branch and administers, supports, and manages the District's Wide Area Network (WAN) and Local Area Network (LAN).

The Network Operations Supervisor supervises the technical staff engaged in the installation, monitoring, incident analysis, and repair of District-wide networks to ensure enterprise level functionality.

SUPERVISION

General supervision is received from the Director of IT, Network Operations. Work direction may be exercised over lower-level technical classifications.

CLASS QUALIFICATIONS

Knowledge of:

Configuration and change management processes
Design principles and architectures for local and wide area networks
Network management applications, such as Cisco Prime, BMC BladeLogic Network Automation (BNA), and Aruba Airwave
TCP/IP and related internet protocols, such as OSPF, BGP, VLSM, and QoS
Network monitoring tools and techniques, intrusion detection systems, switches, routers, firewalls, wireless networking, and IP addressing and subnetting schemes
Voice over IP (VoIP) concepts
Anti-virus and spam filtering
Service management tools, such as Peregrine and Remedy

Ability to:

Oversee complex projects that involve configuration services for network devices
Perform network configuration reviews, including all systems that comprise an enterprise infrastructure
Review vendor-provided technical documentation to recommend code revisions and/or patch requirements
Create, modify, and maintain complex project plans utilizing Microsoft Project
Analyze existing and new network equipment software/firmware features, functions, and bug fixes and recommended subsequent actions
Prepare clear and concise reports and technical documentation
Define, maintain, and document the minimum standard configuration templates for all level of LAN/WAN routers, switches, and other data network transport devices
Maintain effective working relationships with District personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in information systems, computer science, engineering, or related field. Additional qualifying experience may substitute for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

Experience:

Three years of experience in the installation, modification, maintenance, and configuration management of local and wide area networks. Two years of the aforementioned experience must have been in a lead capacity.

Special:

A valid California Driver License
Use of an automobile
Cisco Certified Network Associate (CCNA)
Cisco Certified Network Professional (CCNP) or equivalent

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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