***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **IT Local Area Network (LAN ) Administrator**

Job Family: Information Technology Sub Family: IT - Network

**Job Summary:**

Responsible for local area network (LAN) administration and maintenance for an assigned department, along with the provision of workstation/desktop support for its users. Develops applications for improving network efficiencies, as well as recommends automation processes.

**Essential Functions:**

* Manages, monitors, and administers the network servers for an assigned department performing such duties as adding/deleting users, setting up/changing workstations, backing up data, and installing/restoring data.
* Enforces or creates network policies that would ensure security and integrity or lead to increased efficiency for users, applications, network management, etc.
* Provides desktop support for the client workstations and resolves system and program issues for all applications utilized by the staff, including the upgrade of software and systems to support new applications.
* Makes recommendations for upgrades to hardware and software based on to existing operations, pending needs and available budget. Advises on new applications to be developed.
* Acts as network technical liaison for all networks of the organization in the absence of the home administrator as well as for any projects with outside entities.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Three (3) years progressively responsible experience in computer systems, with appropriate certifications in local area networks and application development.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0721E

SOC Code: 151142 IPEDS: Computer

EEO6 Code: Professional State Code: 9749513

USM eCode: E40079 AAP Code: 3A