

Network Systems Administrator
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247771>

Downloaded On: Oct. 31, 2024 6:14am

Posted Oct. 29, 2024, set to expire Feb. 28, 2025

Job Title Network Systems Administrator

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Oct. 29, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Information Technology

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4709175/network-systems-administrator>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from management staff, serves as the primary administrator of a College's computer network systems; assures the effective planning, design, evaluation, modification and maintenance of data networks; and performs a variety of high-level and hands-on technical work on wide area data networks, including the design, engineering and operations of Internet and intranet servers.

DISTINGUISHING CHARACTERISTICS

Incumbents assigned to this class serve as the primary administrator and technical resource of the computer network systems at a major District location, such as a college.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Administer the college's data networks including Internet and Intranet wide area networks and local area networks; configure access to college servers and maintain and monitor security; add new domains to the network using appropriate naming conventions.
2. Monitor network operations using network management software; maintain networking infrastructure; monitor network traffic to identify problems, malfunctions and hacking attempts.

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3. Maintain anti-virus servers and ensure latest updates are applied; identify and eliminate virus threats.
4. Evaluate network systems and analyze requirements; develop plans and designs, prepare detailed technical operational specifications or requests for proposals, and prepare other documentation required for the purchase, development and implementation of system enhancements.
5. Analyze technical problems in the operation of networks and network equipment; initiate appropriate corrective action.
6. Assist District and College departments in developing medium and long range network plans; develop cost estimates; research and recommend alternatives regarding operational requirements and budgetary constraints; maintain current knowledge of new technologies for potential application to District and college systems.
7. Recommend data communications standards and cost effective methods of data transmission; continually review current methods of data transmission; evaluate the use of new transmission technologies.
8. Coordinate computer lab installations, upgrades and re-imaging on a semester basis; ensure the provision of current software for students and instructors to support the instructional environment.
9. Interact and direct vendor service technicians and consultants in the installation and maintenance of data communications systems.
10. Create and maintain documentation of District-wide network facilities, including cabling, conduit and equipment.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Administration of data networks (LAN/WAN) in a large, complex organization.

Applicable data and network standards and applications.

Server and desktop application software.

Operational characteristics of Windows and Linux operating systems.

Programming languages and web server software.

Principles of data back up and disaster recovery.

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Principles and practices of basic data communication circuitry.
Equipment and materials currently available for new and revised data network installations.
Network server installation and maintenance techniques.
Use of tools and equipment required for installation, maintenance and testing of data communication circuits and wiring.

Ability to:

Administer the College's local and wide area networks (LAN/WAN) including Internet and Intranet servers.

Plan and organize large projects requiring the involvement of several departments.

Design or modify a variety of network and electronic systems and equipment.

Make system-programming changes to network equipment and systems.

Install or repair various computer components and network wiring.

Ensure optimum operation and efficiency of student and staff web based services.

Evaluate existing network needs and requests and recommend system design modifications or equipment purchases.

Analyze technical problems accurately and recommend or take an effective course of action.

Work independently with minimum of direct supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in a technical field such as computer science or current certification in data communications or network technology.

Experience:

Four years of increasingly responsible technical work experience in network service operations



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as a network technician and/or data communications analyst.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Supplemental Information

Initial Screening Date: **November 25, 2024**

Range **143** of the **CSEA** Salary Schedule

Work Schedule: **Monday – Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.



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Hours per Week: 40

Months per Year: 12

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.



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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrintodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.



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The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact