

University of Houston – Clear Lake

Position Description

Job Title: **Network Specialist**

Job Code: **3953**

Pay Grade: **005**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in computer-related discipline or equivalent combination of education and experience.	Bachelor's degree in computer related discipline.
Experience	Two years successful experience installing, maintaining, and administering Local Area Networks (LAN) and Wide Area Networks (WAN). Responsibility for the configuration and troubleshooting of Layer 2 and Layer 3 Switches. Responsibility for router configuration and related routing troubleshooting for the enterprise. Experience with firewall configuration. Experience with Network Address Translation (NAT) configuration. Experience in the configuration and troubleshooting of Virtual LANS (VLANS). Experience using sniffer software to identify network problems. Experience with radius servers. Two years of experience with Macintosh, MS Windows, and UNIX based computer systems	Five years experience in Wide Area Networks (WAN) including CISCO Layer 2 and Layer 3 devices. Experience configuring and troubleshooting CISCO 72xx routers and 6509 switches. Responsibility for CISCO router configuration and related routing troubleshooting for the enterprise. Advance knowledge and responsibility to troubleshoot network problems using sniffer and similar network analysis tools. Configuration, maintenance, and troubleshooting of CISCO PIX firewalls and CISCO VPN's. Experience with CISCO ACS software, CISCO SSL and CSM modules, and installation of CISCO IOS. Experience in the installation and troubleshooting of Microsoft Windows 200X Advance Server with clustering services.
License/Certification	CCNA	MSCA / MSCE / CCNP

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Network Specialist is responsible for the management and administration of Local Area Networks (LAN) and Wide Area Network (WAN) connections on campus, including application, print, file, and communications services in a distributed client-server environment. The Network Specialist configures and maintains the campus router including router rules, access control lists, and network address translations. The position works closely with the server administration and DBA staff to ensure proper network functioning of the university servers. The Network Specialist maintains a database of available and user IP numbers, ensures that IP numbers are properly allocated for the designated purpose, defines and maintains the campus VLANS. The position also configure, maintains, and troubleshoots the campus firewall, campus VPN, core network switches, departmental network switches, and the campus SSL and Content Switch Module. The Network Specialist is responsible for the maintenance of the campus port inventory. The position will create procedures for LAN and server operations, use network analysis tools to document LAN performance, assist in the planning of LAN's, assist in linking LANs to a network backbone and the internet, work with UH System Networking staff on inter-campus projects. The position may be on call during nights or weekends and will be expected to resolve issues disrupting university processes.

Duties and responsibilities

% Time

Administer and manage Local Area Networks (LAN) based upon a variety of network operating	35
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systems and protocols, including, but not limited to, Windows, LAN Manager, NFS, TCP/IP, Ethernet, and ATM. Install, configure, maintain, upgrade, diagnose, and arrange for repair of network hardware and software.	
Use network analysis tools to document LAN performance, troubleshoot problems, and provide recommendations for LAN growth, development and changes. Monitor and optimize LAN performance. Prepare reports of LAN status to management.	25
Administer and manage applications, print, file, communications services in a distributed client-server environment. Install, configure, test, maintain, and monitor applications software on both client and server computers. Create, monitor, and manage network-based print queues. Create and maintain logical file structures on server computers.	15
Install and manage software on servers and workstations operating under Microsoft NT, the Macintosh operating system, and UNIX. Assist in the planning of LAN's and in linking LANs to larger networks like the Internet. Prepare schematics and diagrams of LANs prototype LAN environments, evaluate Network Operating Systems and network protocols, design information distribution systems, provide recommendations for future client-server environment developments, and define methodologies to insure standardization of network products. Assist in the recommendation of appropriate computer hardware and software for university purchase by identifying and evaluating new products. Provide assistance and trouble shooting to users of computer hardware and software that has been recommended for university purchase. Provide backup to system administrators.	15
Create and document procedures for LAN and server operations, including support methodologies and user guides. Provide training in LAN administration to other UCT employees and LAN use to a wide variety of users.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.