

# Network and Computer Systems Administrator

Information Technology  
Series

## Company Overview:

<Please insert a short paragraph talking about your company and what makes it unique. Include details that capture the core values, culture, and mission of your company, so job seekers clearly understand the environment in which they will be working.>

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## Job Summary and Responsibilities:

Network and computer systems administrators install, configure, and support an organization's local area network (LAN), wide area network (WAN), and internet systems or a segment of a network system. They may also monitor and test web site performance to ensure web sites operate correctly and without interruption. Candidates should demonstrate basic troubleshooting skills and familiarity with commonly-used networking tools and devices (e.g., routers, Ethernet, firewalls, frame relay, LAN, VPN, and WAN). Ideally, applicants should also be willing to learn and understand the implications of new information for current and future decision making. They should also be able to facilitate communications across common network protocols including DNS, SMTP, SNMP, OSPF, EIGRP, BGP, and TCP/IP.

<Add any additional responsibilities or changes relevant to this role at your company.>

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## Required Competencies:

### OCCUPATIONAL COMPETENCIES

- **General Networking Tools & Concepts:** Familiarity with commonly-used networking tools and devices, including routers, Ethernet, firewalls, frame relay, LAN, VPN, and WAN
- **Server Administration:** Ability to install, configure, troubleshoot, and maintain server configurations to ensure confidentiality, integrity, and availability; maintain servers using operating systems such as Windows, Linux, or Solaris
- **Network Administration:** Proficiency with the operation and maintenance of network devices, including hardware, software and operating systems; able to perform basic network monitoring and analysis on NAS, NFS, or RAID



### FOUNDATIONAL COMPETENCIES

- **Troubleshooting:** Determine causes of operating errors and decide what to do about it; resolve incidents caused by technical or operator errors; able to quickly identify and compile relevant information and to solve various problems
- **Monitoring:** Monitor and assess the performance of systems, processes, hardware, and software to identify problems and opportunities; take corrective actions and make improvements; validate if a system conforms with key operating parameters
- **Critical Thinking:** Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to successfully address various challenges, situations, and opportunities

*Find additional competencies for this role using Skillful's occupation deep dive at [www.skillful.com/employers](http://www.skillful.com/employers).*

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### Preferred Competencies:

#### OCCUPATIONAL COMPETENCIES

- **General Information Security:** Ability to install, configure, troubleshoot, test, and maintain in a secure manner the portion of the IT environment under one's responsibility (networks, communication, hardware, software, and other devices) to ensure their confidentiality, integrity, and availability
- **Network Protocols:** Ability to facilitate communications across DNS, SMTP, SNMP, OSPF, EIGRP, BGP, TCP/IP, and other common network protocols

#### FOUNDATIONAL COMPETENCIES

- **Systems Analysis:** Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes; able to understand the relevant system as a whole; think through how a change may impact the system as a whole; seeking out appropriate expertise to get help when needed
- **Active Learning:** Understand implications of new information for both current and future problem solving and decision making; show interest and motivation to learn new material; able to gather new information whether formally presented, shared by others, or personally observed



## Example Activities:

- Maintain and administer computer devices/networks and related computing environments including computer hardware, systems software, applications software, and all configurations
- Perform data backups and disaster recovery operations
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary
- Plan, coordinate, and implement network security measures to protect data, software, and hardware

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## Required Certifications:

<Note: Insert Required Certifications *but only if truly required.*>

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## Job Details:

- Location
- Department
- Job ID
- Classification
- Insert additional details of this position if applicable