

## Network Administrator Job Description

<b>Job Title</b> – Network Administrator	<b>Reports to:</b> Chief Technology Officer	
<b>Job Code-</b>	<b>Overtime Status:</b> <input checked="" type="checkbox"/> <b>Exempt (not eligible)</b> <input type="checkbox"/> <b>Non-Exempt(eligible)</b>	
<b>Department</b> – Information Technology	<b>Prepared by:</b>	<b>Date:</b>
<b>Facility</b> -	<b>Approved by:</b>	<b>Date:</b>
<p><b>Job Summary</b>            The incumbent will be responsible for the network administration of the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of networking health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>		
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assists in management of hospital network</li> <li>• Oversees new technology implementation throughout the hospital</li> <li>• Coordinates with systems specialist with on-going projects</li> <li>• Understand multi-unit platforms used in the hospital</li> <li>• Secures firewalls of all hospital networks (internal and external)</li> </ul>		
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attends staff meetings</li> <li>• Attends IT meetings</li> <li>• Completes continuing education units as needed</li> </ul>		
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Computer Science, Computer Engineering, or health care technology</li> <li>• Certified PMP, MCSE, A+, CCNA, MCP, Network+, CISSP, MCSA, ITIL or Security +</li> </ul>		
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Required</b> - 3-5 years experience as a network administrator</li> <li>• <b>Preferred</b> - 3-5 years experience as a network administrator in a health care environment</li> </ul>		
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office, Project, and Access</li> <li>• Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>		
<p><b>Contacts</b></p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		
<p><b>Physical, Mental Demands/Working Environment</b>  <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Network Administrator Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit		X			
Stand				X	
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
	Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand			X	
	Left Hand			X	
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands		YES		YES	
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment		YES		YES	
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area	X		

List any other physical requirements: [type here]

**Disclaimer**

**NAME OF HOSPITAL GOES HERE** does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

\_\_\_\_\_  
Employee-Print Name and Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor-Print Name and Date

\_\_\_\_\_  
Supervisor Signature