



## Job Description

**Job Title: Network Administrator II**

**JTC: TAY**

**Salary Range: N06**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for providing technical oversight of DCCCD's structured cabling environment by identifying network requirements for cabling, pathways and information technology dedicated spaces. From district or college project requests, establishes structured cabling configurations by conferring with users; analyzing workflow, access, information, and requirements; designing, coordinating, documenting and maintaining structured cabling systems.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge in structured cabling systems in a complex environment following established policies and procedures. Experience and working knowledge of applicable codes, standards, industry best practices and the ability to provide recommendations. Expertise in configuring and troubleshooting related networking and structured cabling systems.

An in-depth understanding of structured cabling lifecycle including design, installation, termination, testing, labeling and documentation processes. Takes the initiative to solve problems and improve processes, solutions and configurations for efficient and effective operation.

Ability to collaborate and work effectively with diverse end-users and gain their confidence, understand their technical and operational needs and translate into viable technical solutions. In a fast-paced, constantly changing environment, must be able to use effective organizational and time management skills to ensure due dates are met.

Advanced experience to organize, plan and complete projects efficiently and in accordance with established standards and policies. Ability to create network diagrams and documentation for design and planning network communication systems. Ability to make sound, independent decisions within established guidelines using effective organizational and time management skills.

Ability to communicate both verbally and in writing with diverse individuals internal/external to the organization. Ability to provide exemplary customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed in the field at location wiring closets and cable pathways. Position require climbing ladders, bending and lifting. Occasionally may be required to lift and carry



materials weighing up to 50 pounds. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree in related field plus two (2) years of work related structured cabling experience. Official transcript will be required. A valid Texas driver's license is required to due to extensive travel throughout the DCCCD area to all college/locations. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p.m. workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. \*\*\*Will be subject to a criminal background. Some positions may be subject to a fingerprint test. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains structured cabling environment, including design, configuration, installation and maintenance. Must have fluency reading CAD drawings and VISIO diagrams. Must be skilled and diligent in creating and updating official district structured cabling documentation. Keeps current on best practices and technological trends through professional development activities. Follows applicable district network security standards.

Performs advance troubleshooting techniques to isolate and diagnose complex network and structured cabling problems/failures related to cables, fiber, patch panels, and related components. Prioritize daily service requests for relevant requests for new services or activations throughout the district. Oversees new and existing equipment cabling systems and related layer 1 IDF components.

Collaborates with engineering team to diagnose and resolve problems. Works closely with diverse project teams, vendors and other systems staff to design, coordinate, implement and monitor network and structured cabling modifications. Proactively identify areas that need improvement and develop solutions to address issues working in collaboration with end user and IT staff. Serves as the subject matter expert in areas of responsibility for current and future infrastructure proposals. Provides guidance, mentoring and training to members of the team.

Coordinates assigned project tasks with vendors, suppliers and contractors to assure timely and appropriate project completion. Responsible for creating and monitoring reports, cable plant documentation and managing equipment logs. Creates and updates documentation and diagrams as needed when assets are added or removed. Practices network asset management, including maintenance of network component inventory, related documentation and technical specification information.

Utilizes excellent interpersonal skills to communicate effectively, both orally and in writing, with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides outstanding customer service.

Must complete required DCCCD Professional Development training hours per academic year. Performs other job duties as required.



*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*