

# AgriLife Classification Description

Last Updated: 4/17/02

8473  
MICROCOMPUTER/ LAN ADMINISTRATOR  
11/01/01

## SUMMARY

**General Description:** Functions as a microcomputer/LAN administrator for a complex LAN and provides consulting, technical support, and training to users and technical staff.

## DUTIES

**Typical:** Performs the following specialized duties: installs, upgrades and configures workstation and server software; provides technical guidance and support to junior employees on software installation procedures; investigates, recommends and assists customers with workstation and network server software purchases; develops microcomputer/LAN plans for customers to achieve overall goals; develops specifications for workstation hardware purchases; develops specifications for simple or small network server hardware purchases; sets-up and configures LANs; develops system logic and configuration; assists with the design and implementation of LANs; assists with the installation and configuration of network file servers and hardware; completes LAN testing and applications; conducts basic LAN performance analyses; troubleshoots and repairs hardware and software for servers and workstations; troubleshoots and repairs configuration problems; assists with troubleshooting network problems; administers customer LAN. Monitor and maintains system security; provides advanced protection and recovery support for customer data; documents microcomputer/LAN support methods and procedures; creates programs for automating system administration; and promotes CIS services to customers; performs the following core duties: assists other employees in resolving certain technical problems; confers with other personnel in resolving problems involving procedural and technical matters; provides more advanced technical support for the customer; researches problems and recommends solutions; provides resource estimates and progress reports; serves on committees to develop technical standards and direction; meets with University customers and technical staff to determine information needs and requirements; ensures that all work is accurate and in compliance with departmental or project quality standards; participates in training and professional development sessions; provides on-call support on nights and weekends as needed; and provides input for the planning and budget process; performs related duties as required.

## SUPERVISION

**Received:** General instructions and periodic review from immediate supervisor.

**Given:** Detailed initial instruction and periodic review to assigned staff.

## EDUCATION

**Required:** Bachelor's degree or any equivalent combination of training and experience. Two years of experience may substitute for one year of education.

**Preferred:** None.

## EXPERIENCE

**Required:** Two years of microcomputer/LAN administration experience.

**Preferred:** None.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Must be able to work in a collaborative team environment. Use of computing equipment.