

Sam Houston State University Human Resources

Staff Classification Description – Network Architect IV

Skill Category: Professional

Position (Employee) Class: 3N504 (E1)

Grade: 22

Date: 11/2018

Department: Office of Information Technology Services

Education & Experience Requirements: Bachelor's degree with a major in computer science or related field from an accredited institution with four years relevant experience in directly related field. CCNP/CCVP or comparable certification required. Certification in network, internet, and voice over IP may be substituted for up to one year of experience.

Nature & Purpose of Position: Oversees the activities associated with the design and configuration of a local area network or wide area network. Oversees network design and installation, policy development, training, monitoring, and analysis of existing hardware and software.

Supervision Given & Received: Works under broad direction and may supervise student and/or full time staff employees. Acts as the technical team lead in projects involving two or more department staff.

Primary Responsibilities: Develops policies and procedures to configure and designs to ensure the integrity of the local area network or wide area network environment to include but not limited to: cable plant; wireless; digital signage; fiber/copper paths; security cameras; broadband circuits; switches; routers; and voice over IP. Develops and maintains routines to facilitate network administration. Evaluates network technologies for potential acquisition. Directs the evaluation of various hardware and software resources to identify strengths, weaknesses, and potential benefits to the university. Assesses future information requirements in order to develop long range, comprehensive local area network or wide area network plans. Determines standards on network security. Monitors the operational network environment and takes corrective measures to ensure efficient performance. Oversees the design and maintenance of the local area network implementations. Assigns and supervises the work of others. Perform other related duties as assigned.

Other Specifications: Duties require critical judgment and a high level of initiative. Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department workgroup, throughout the university with professional or managerial staff, and with outside vendors. Interprets and implements complex policies affecting the department or university level. Work requires critical judgment and complex reasoning to solve division and university issues. Work requires attention to detail as errors can be potentially serious or hazardous.

Position requires incumbent to be on call 24/7. Special procedures sometimes require extended hours. Some travel is required. Work occasionally includes accessing confined spaces, building roofs, and other high places.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.