



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Network Administrator

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the general direction of the Library District's (District) IT Network & Cybersecurity Manager, the Network Administrator is responsible for overseeing and maintaining the Las Vegas-Clark County Library District's network infrastructure, ensuring reliable, secure, and efficient network operations. This role involves managing LAN/WAN systems, wireless networks, and related technologies, providing essential support to maintain optimal performance across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages and maintains the district's local area networks (LAN), wide area networks (WAN), and wireless network infrastructure.
2. Monitors network performance and troubleshoots network-related issues promptly to ensure maximum uptime.
3. Implements and maintains network security measures, including firewall configurations and access controls.
4. Conducts routine maintenance, system upgrades, and network optimizations to ensure reliability and efficiency.
5. Maintains accurate documentation of network configurations, processes, and system architecture.
6. Collaborates effectively with other IT staff to support integrated technology solutions.
7. Provides technical support and guidance to staff on network-related issues and services.
8. Ensures District compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.
9. Stays abreast of current and future trends in Information Technology, Cybersecurity, Library Administration, and Public Administration, and makes recommendations regarding future District Strategies and Planning.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- Public Service Ethics
- IT Network Administration and Maintenance

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in information technology, Computer Science, or related field.

Preferred: N/A

- **EXPERIENCE:**

Required: Three (3) years of experience in network administration and support.

Preferred: N/A

- **LICENSE AND CERTIFICATION:**

Required: N/A

Preferred: Relevant information technology certifications (e.g., CCNA, Network+) are preferred.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum, and occasionally lifting and/or carrying such articles as computer/network equipment. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties. The role may require after-hours availability for emergency response and critical maintenance.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of network systems, protocols, and standards, including TCP/IP, LAN/WAN, VPN, and wireless technologies.
- Ability to troubleshoot network issues using diagnostic tools.
- Ability to collect, organize, analyze, and interpret information to solve problems and improve processes.
- Ability to maintain effective interpersonal relationships.
- Ability to effectively communicate complex technical information to diverse audiences.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

DEVELOPED: July 01, 2025

