



POSITION: IT Senior Network Administrator
JOB CODE: 2157 **GRADE:** 120G
DEPARTMENT: Information Technology **DIVISION:** Network Operations & Security
REPORTS TO POSITION: IT Manager (NetOps and Security)
STATUS: Full-Time **FLSA:** Exempt

Position Summary

Architect, engineer, and administer the operation of LAN, WAN, back end systems, and TCP/IP network. Design, manage, monitor, tune and oversee all activity of network system to ensure proper operation and security measures. Position reports to the IT Manager (NetOps and Security) for work assignments, direction and supervision. Work of this class involves no supervisory duties or responsibilities.

Position Responsibilities

1. Provides day-to-day support for all network users, including diagnosing and resolving enterprise infrastructure hardware and software problems.
2. Designs, installs and services VOIP telephone system.
3. Designs and monitors proactive solutions that preempt network failures.
4. Installs new hardware and software for network; informs Director on network conditions and operational exceptions and pertinent factors influencing them.
5. Provides technical training, advice and support to end users regarding use of computer hardware or software.
6. Maintains familiarity with LAN operating systems and commercial software; manages enterprise projects.
7. Maintains constant familiarity with all applications running on the network.
8. Designs, tests and maintains a functional and detailed Disaster Recovery Program to include documentation and robust data backup system.
9. Designs and installs a system that will allow seamless communication between various county facilities.
10. Completes all assigned tasks within the time and budget allocation; promptly informs Director of any significant events that would result in schedule delays.
11. Administers security for the LAN; controls user access; maintains a secure server and LAN equipment environment.
12. Plans and implements recovery and back up procedures for LAN files and data; maintains asset management and documentation of all equipment and software.
13. Provides assistance with budget preparation regarding technology related requests.
14. Establishes and monitors controls to evaluate system performance, throughput, and security; ensures 24/7 accessibility and reliability.
15. Implements, oversees, and supports security solution capabilities, such as firewalls, intrusion prevention and detection, and filtering; evaluates security controls and recommends corrective actions to mitigate technical risks.

Minimum Qualification Requirements

Education

Associates degree in computer science, information technology, or related field; Bachelor's degree preferred.

Experience

Minimum of five (5) years' technical experience working with Windows server systems, CheckPoint firewalls, CISCO routing, switching infrastructure and security devices, VMWare, HCI, and CommVault.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.
2. Microsoft Server/Solutions, CISCO, CheckPoint, VMWare, IT security, VoIP, or vendor technology certifications preferred.
3. Certification requirements subject to change and must maintain consistent with industry standards.

Knowledge, Skills & Abilities

1. Ability to work well with employees, contractors, vendors, and the general public.
2. Ability to be organized and a self-starter.
3. Ability to evaluate, design, and maintain systems for records management and automated equipment.
4. Ability to maintain confidentiality.
5. Ability to communicate effectively, orally and in writing.
6. Ability to read, interpret, and relay technical information, regulations, and policies.
7. Knowledge of server and networking technology.
8. Ability to prepare reports, analyze and evaluate data, and develop action plans.
9. Ability to communicate organization goals and programs.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Extensive criminal history background, which requires CJIS and NCIS clearance.
3. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to the Department of Human Resources.

Employee Printed Name _____ Date _____

Employee Signature _____