

Job Posting

The following position is available with The Hancock County Government. If you are interested in being considered for this position, applications are being accepted via Email send to bharris@hancockcoingov.org

The application deadline is: 11/18/2016

Available with the Information Technology Department:

POSITION:

Network Administrator

LOCATION:

111 American Legion Pl
Suite 209
Greenfield IN 46140

HOURS:

M – F 8:00 a.m. – 4:00 p.m.

SALARY & Benefits:

Range \$53,500 - \$65,000 annually plus benefits

DUTIES:

Installs, configures, and maintains County computer network. Designs and supports all Windows server systems, including electronic mail, internet, file, and application servers, Phone Systems, and supporting software, including maintenance, support, and upgrades. Establishes and maintains firewalls and network security, workgroups, and users. Updates, creates and modifies group policy in accordance with department policies.

Provides Help Desk assistance, involving receiving and responding to calls for assistance, identifying and researching problems, providing assistance and instruction, making minor repairs, and/or contacting appropriate vendors for service as needed. Monitors work of service vendors to ensure proper completion of repairs.

Performs and monitors system backups on internal network servers. Configures, maintains and monitors anti-virus solutions for the network.

Periodically design, review, and implements network topology to meet current and future needs, and train other Department personnel regarding operations and configuration. Manages design and implementation of network related projects. Oversees work performed by outside vendor technicians.

Installs, configures, and maintains County storage and virtual infrastructure.

Updates technical documentation, network diagrams, addressing schemes for network servers, and network hardware.

Researches, recommends, installs and configures network software programs, and provides training to users as needed.

Assists in procuring computer equipment, including preparing specifications, soliciting and reviewing bids/quotes, and recommending contract awards to IT Director as required.
Maintains knowledge of software and server technologies.

Serves on 24-hour call for emergencies. Serves as point of contact in Director's absence.

REQUIREMENTS:

Associate Degree in computer science, network administration, electronics, or related field, with five years previous experience in Network Administration or similar position **or equivalent combination of education and experience.**

Cisco CCNA Routing and switching certification preferred.

Must communicate effectively with Department heads, IT personnel and end users, keeping all informed of maintenance windows and infrastructure changes.

Must enjoy working with new emerging technologies

Experience with Microsoft Windows operating systems, specifically Active Directory, Group Policy, DHCP, and DNS.

Experience with server virtualization - VMWare preferred.

Experience with QoS, VoIP, and Wireless technology.

Working knowledge of and ability to make practical application of standard principles of computer system and network administration, including knowledge of policies, procedures, and resources necessary to research, design, recommend, install, and maintain system hardware and software to increase user productivity and quality of services.

Working knowledge of Department computer system and communication devices, servers, work stations, and laptop computers.

Ability to read and interpret technical manuals, detailed prints, sketches and specifications.

Ability to effectively communicate complex concepts involving computers orally and in writing with co-workers, other County personnel, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present finding in oral or written form.

Ability to plan and lay out assigned work projects, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to respond swiftly, rationally, and decisively to emergency situations.

Ability to climb 12 foot ladder and install network equipment. Possession of a valid Indiana driver's license and demonstrated safe driving record.