

PENDER COUNTY, NORTH CAROLINA

External Employment Vacancy Posting

POSITION: Network Administrator
LOCATION: Pender County Information Technology Services Department
POSTING DATE: January 17th, 2013
SALARY RANGE: \$38,460 - \$61,536
START RANGE: \$45,383
GRADE: 66
JOB TYPE: Full-time/Exempt
CLOSING DATE: Open Until Filled

DESCRIPTION OF DUTIES

Performs difficult network administration managing, designing, evaluating, maintaining, monitoring, planning, training, and troubleshooting supporting all county networks and telecommunication systems; installs, configures, and manages both physical and virtual computer servers; maintains employee network, e-mail and security systems; Performs difficult technical work involving the systems development, design and preparation of computer programs; technical work providing management, administration, design, troubleshooting and planning for the local area network (LAN), wide area network (WAN), VoIP, and storage area network (SAN), and related work as apparent or assigned. Support a variety of applications and network devices used County-wide. Performs other related duties as assigned. Work is performed under regular supervision by the Information Technology Services Director and IT Operations Manager.

Network Administration/Server Support

Oversees the day-to-day operation of computer networks including hardware/software support, training, and special projects; plans, designs and implements data connectivity for local area network (LAN) and wide area network (WAN) systems; assists in coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation, backup, maintenance and problem solving; assists in providing network and remote connectivity hardware/software support; maintains LAN user documentation including hardware/software applications, support logs and other related information; researches and recommends network and server hardware and software; assists in installing, designing, configuring, and maintaining system hardware and software; analyzes and troubleshoots the network logs and tracks the nature and resolution of problems; monitors usage to ensure security of data and access privileges; installs, supports and maintains both physical and virtual network servers and appliances; installs, maintains, and troubleshoots the Storage Area Network (SAN); establishes and maintains user accounts, profiles, file sharing, access privileges and security; performs daily backups and reports; researches, analyzes, monitors, troubleshoots and resolves server or data network problems; develops, maintains and implements network support, and archiving procedures; researches and evaluates new technologies related to computer networking; assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support; recommends and specifies the purchase of related products and services; keeps current regarding new hardware/software products for system enhancements; assists and provides support to the Coordinator, WAN/LAN, and other technology staff as requested including performing scheduled network tasks, updating anti-virus definition files, monitoring network servers, and providing internet and intranet user support, and specialized training.

Telecommunications Support

Plans, recommends and assists in the design of telecommunications systems; researches and recommends telecommunications equipment; coordinates the ordering and installation of telecommunications and data systems equipment and cabling; researches, analyzes, troubleshoots and resolves telecommunications related problems; develops and implements telecommunications operational procedures; creates and/or modifies voicemail and call features; installs telecommunications equipment and provides support for handsets, voicemail and new/emerging telecommunications-related technology; inventories telecommunications equipment.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices in the preparation of computer programs; thorough knowledge of the appropriate programming languages; thorough knowledge of modern techniques in system analysis and design; thorough knowledge of the operation, uses and capabilities of the installed computer and related equipment; general knowledge of principles of accounting, statistical and word processing procedures relative to computer applications; ability to establish and maintain effective working relationships with user personnel; ability to follow complex oral and written instructions; ability to prepare technical reports and manuals.

MINIMUM EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation with an Bachelor's degree from an accredited college or university with major coursework in computer information systems and networking; two to five years of experience in a variety of network and technical systems that serve as a backbone of the technical structure used by the County. Must have valid Cisco Network Associate certification or other Cisco related certifications. Comptia A+, Net+, Security+, MCSE are preferred, but not required.

HOW TO APPLY

Applications may be obtained from Human Resources at 805 S. Walker Street, Burgaw, NC 28425 or may be downloaded from the Pender County Government website at www.pendercountync.gov. Applications must be submitted to Human Resources until position is filled.

Pender County is an Equal Opportunity Employer

