County of Grundy Job Posting
Senior Network Administrator

Date of Posting:	May 3, 2022
Applications Accepted Until:	Posted until filled
Job Title:	Senior Network Administrator
Department:	Information Technology
Reports To:	IT Director
FLSA Status:	Full-time, 40 hours, Exempt
Rate of Pay:	$60,000 - $70,000

SUMMARY

Serves as the Senior Network Administrator, under general supervision by IT Director and/or designee, provide network communication support to all county offices and buildings. Also performs a variety of complex professional and technical duties related to the installation and maintenance of Grundy counties computer network and communications hardware and software systems including network and application servers, routers, Firewall, LAN, WAN, Frame Relay, phone systems and PC workstations. Responsible for the configuration and installation of network and internet security. Responsible for the configuration and installation of all network software packages used by Grundy County. Responsible for the IT disaster backup and recovery systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Design, evaluate, install, maintain documentation of, prepare and maintain:
    1. Network communication connections, laptops, desktops, servers, terminals, printers and related peripheral equipment.
    2. Both physical and virtual, mechanical and network communication components for remote access, communication and geographic information systems.

2. Design, evaluate, install, prepare documentation of, maintain and troubleshoot:
    1. LAN/WAN problems including routers, file servers, print servers, printers, workstations, remote access components, or other devices both physical and virtual attached to or communicating over telecommunication networks.
    2. Isolate and diagnose system problems; analyze personal computer and peripherals' functionality; identify, locate, resolve and repair problems.
3. Assists IT Director and/or designee in the development, design, prepare documentation of the evaluation of applicable network standards for equipment management, proposing them for consideration and adoption.
4. Assures functionality, compatibility and stability of assigned systems; monitors resources, remote access components, and updates and upgrades the software and operating system, and resolves downtime and connectivity issues.
5. Assist in phases of peripheral, network and communications equipment installations and moves.
6. Establishes network users, Technology working environment, directories, and security for users of the network being installed.

7. Complete annual training with emerging or current technology and suggests network architecture updates.
8. Ensures the network infrastructure is running at optimal efficiency with proper security. This includes WAN connections between all buildings associated with internal routers, firewall and Fiber optic connectivity.
9. Responsible for network management including development and implementation of wiring configuration standards, overall network operation systems, network software, server hardware configurations, network file systems, directory structure and LAN/WAN system integrity and security.
10. Design, evaluate, install, and maintain software components ensuring network security, including virus/malware protection.
11. Suggest strategies, design, evaluate, install, and maintain hardware and software components to provide archival data backup and disaster network recovery strategies.
12. Responsible for maintaining comprehensive documentation describing the LAN/WAN layouts and other technical information for the entire network.
13. Serves as an escalation point for Network Administrator.
14. Works directly with outside CISO to ensure security for the county.
15. Complies with safety policies, procedures, Occupational Health and Safety Administration (OSHA) rules and regulations when working with all county equipment.
16. Performs other job-related work and duties as assigned.

MINIMUM QUALIFICATIONS
1. Ability to detect hardware and software incompatibilities or errors, test and analyze results and take corrective measures; and apply practical knowledge of troubleshooting procedures; PC installation, operations and troubleshooting.
2. Be available and able to recover from a major outage (lighting strike, flooding, etc.) within the network (backups, restoration of pc's, servers, switches, routers, firewalls, phones.)
3. Minimum of 12 years' experience with LAN and WAN topologies and architecture, including Multi Vlan architecture. Must be able to construct, operate and maintain LAN and WAN Networks.
4. Minimum of 10 years' experience of network equipment such as firewalls, switches, routers, and associated equipment and how to construct and maintain networks. (Cisco IOS is preferred)
5. Minimum of 12 years' experience working with Server and PC operating systems including hardware and components. (Microsoft for both servers and PC operating system is a must.).
6. Minimum of 10 years' experience working knowledge of IP Telephony and QOS service implementation for network based phone systems. (Shoretel systems preferred.)
7. Working knowledge of PC/LAN application software including Microsoft Office, E-Mail, and some administration in database management and development tools. Must be able to install, configure, and administer those systems.
8. Ability to make contacts with other departments, requiring tact and judgement to avoid friction; frequent contacts with executives on matters requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; regular and frequent outside contact with persons of high rank requiring tact and judgement; requires well developed sense of strategy and timing.
9. Working knowledge of SharePoint, Spiceworks is a plus.

EDUCATION and/or EXPERIENCE
• Associate's Degree in an Information Technology related field is preferred
• A minimum of 10 years' system administration experience.
• Preferred Certifications: MCSE, MCSA and CCNA.
• Must have an expert level understanding and proficiency in Windows Server Administration including Active Directory and Exchange.
• Must be experienced with Cisco Networking.
• Position requires attention to detail and creativity.
• Ability to manage and coordinate multiple tasks on multiple projects with multiple people is a must.
• Excellent communication and organizational skills

REASONING ABILITY
Ability to define problems, collect data, establish facts and validate conclusions. Ability to deal with several abstract and concrete variables in order to determine the best solution available.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, see, and use fingers, hands, and arms. The employee occasionally is required to climb, balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or carry up to 50 pound.

WORK ENVIRONMENT
Work is performed in an office environment. The noise level is usually quiet. Frequent use of computers and standard office equipment. May work under stress of deadlines.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to **HR@grundycountyil.gov** with **"Senior Network Administrator"** in the subject of the email or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.