Network Systems Administrator

Position Description

Status	Reports to
Full-Time, Nonexempt	Information Technology Manager

Compensation	Supervises
B25	None

Bargaining Unit	Position Category
Non-bargaining	Coordinator

Summary

This position provides technical leadership for the Allegan County Information System.   Maintain adequate knowledge of current networking and server technologies. Ensures data integrity of the Allegan County Information System. Provides technical insight to Leadership team and the Technical Support Team.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops and supports network systems and ensures those systems are fully functional. Responsible for the implementation, support and maintenance of all networking infrastructure, and telephony technologies for the County.
2. Performs routine backup and restoration of data. Coordinates the use of relevant off site storage for disaster recovery.
3. Develop unique, effective security strategies for software systems, networks, data centers, and hardware. Evaluates software and hardware for security vulnerabilities and risks. Monitor software for external intrusions, attacks, and hacks.
4. Works closely with the Technical Support team, anticipates networking hardware and software needs. Monitors network for appropriate usage. Identifies and recommends available and potential resources to meet these needs.
5. Adds and maintain users on the network; assigning application access, ensuring security, and maintaining their configurations are within standards.
6. Maintains data integrity, health, optimization of, and support of database environment.
7. Provide support to County's Internet and cloud based services and web technologies.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. Click here.

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources

- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations.

Required Education and Experience

1. Bachelor's degree in computer science, business administration or other related management field.
2. Or an Associate's degree in computer science, business administration or other related management field with five (5) or more years of experience.
3. MCSA (Microsoft Certified Systems Administrator) within two current versions of server operating systems.

4. Two (2) years of Information Systems experience, including teaching or training in networking and software applications.
5. Two (2) years of experience in the management of Cisco routers and switches.

Preferred Education and Experience

1. Cisco Certified Network Associate (CCNA) preferred.
2. MSCE (Microsoft Certified Systems Engineer) within two current versions of server operating systems.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____