



Date Revised: March 2023

NETWORK ADMINISTRATOR

Job Code: 21
Exempt: Yes
Safety Classification: Non Safety
Department: Information Systems
Reports To: Technology Director
Location: Washington County Courthouse

SUMMARY:

Washington County's network administrator is responsible for desktop, mobile, and network security, troubleshooting network access, and implementing the organization's network security policies and procedures. Furthermore, the network administrator installs, administers, and troubleshoots the county's network security systems.

Additionally, the network administrator ensures the smooth operation of the county's LAN and WAN networks by maintaining and updating components and configurations, troubleshooting problems, and logging all network activity. As a result, this individual is responsible for all networking equipment, including routers, switches, and cabling.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Analyze IT security threats in real-time and mitigating these threats.
2. Plan, design, and implement a network strategy for the county.
3. Monitor network traffic for suspicious behavior.
4. Define network policies and procedures
5. Configure and support security tools, such as firewalls and anti-virus software.
6. Execute proper evaluation and careful analysis of network technologies.
7. Provide cost-effective solutions in the purchase of network components and equipment.
8. Determine the cause of internal and external data breaches and instituting appropriate corrective action.
9. Install, setup, and maintain all network systems, and related components required



WASHINGTON COUNTY
Job Description – Network Administrator

10. Safeguard information system assets by identifying and solving potential and actual security problems.
11. Safeguard information system assets by identifying and solving potential and actual security problems.
12. Install new software upgrades on all network hardware.
13. Assist in the design, selection and installation of all networking systems.
14. Safeguard information system assets by identifying and solving potential and actual security problems.
15. Monitor and review network operations and recommend any needed changes.
16. Updating software with the latest security patches and ensuring the proper defenses are present for each network resource.
17. Performing vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans.
18. Coordinate effectively with other professionals in delivering the services as and when needed.
19. Determine proper hardware/software based on present and future needs.
20. Ensure network security and connectivity
21. Troubleshoot and repair Ethernet cable.
22. Resolve problems reported by end user
23. Run network wiring and punch down and terminate network wiring connection points or supervise the installation and testing of network wiring.
24. Training staff to understand and use security protocols.
25. Perform any other duties as required or assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability



WASHINGTON COUNTY

Job Description – Network Administrator

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Information Systems, Computer Science, Electronics Engineering or related field, from an institution of higher education that is regionally or nationally accredited by an accrediting organization that is recognized by the U.S. Department of Education, plus (3) years' experience in computer networking, Cisco switch configuration and network security.

Or

Any combination of education, training, and experience that provides the applicant with the knowledge, skills and abilities to perform the job.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility: \$0

Equipment and Property: \$5,000,000

SUPERVISION:

None.

COMMUNICATION SKILLS:

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SUPERVISION RECEIVED:

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING:

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING:



WASHINGTON COUNTY

Job Description – Network Administrator

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND:

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING:

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Responsible for switches, routers, Surveillance cameras systems, door access control systems, and other network hardware.

ACCURACY:

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT:

Occasional routine contacts with persons outside the organization. This would include contacts with suppliers, mail service, etc.

EMPLOYEE CONTACT:

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS:

CompTia Network +, Cisco Certified Entry Networking Technician, CCNA Routing and Switching

PHYSICAL ACTIVITIES:

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



WASHINGTON COUNTY
Job Description – Network Administrator

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms; frequently required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to talk or hear. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

ENVIRONMENTAL CONDITIONS:

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to risk of electrical shock; and.

The noise level in the work environment is usually moderate.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

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

Employee _____ Date _____