

Network Administrator Job Description

Major responsibilities will include:

- Managing networks and connected systems of the courthouse and jail
- Maintaining connectivity to remote sites and other county facilities
- Using industry best practices for network and system security and reliability
- Protecting data systems containing sensitive local, state and federal information
- Maintaining servers and desktops in a Windows environment
- Being available on rotating schedule for 24x7 on-call support and 1-hour response time

Special Knowledge or Skills

- High degree of professionalism including strong communication skills
- Ability to work independently and as a team member in a small support team environment
- Ability to communicate effectively with end users including office staff, correction officers, appointed and elected officials
- Ability to learn quickly and provide guidance to team members as appropriate
- Knowledge and experience with network switches, security appliances, 3rd party application support and virtual servers