



Cow Creek Government Office

Position Description

Position Title: Network Administrator

Department: IT

Reports To: IT Director

FLSA Designation: Exempt

POSITION PURPOSE:

The Network Administrator, together with the Systems Administrator, will be responsible for maintaining the many networks and systems that keep our organization running. From maintaining ironclad security to leading updates and training users, you will be more than just IT support—you will be responsible for the network connections of all organizational systems. Deep technological expertise and an understanding of a wide range of computer systems, hardware, and software are essential to your ability to excel in this role.

ESSENTIAL FUNCTIONS:

- Maintains existing network infrastructure
- Maintains and configures packet switches and routers
- Troubleshoots network issues
- Installs and configures network equipment
- Assists Network Engineer and Systems Administrator in designing and configuring network topology
- Assists Systems Admin/Engineer as needed to get new systems on the network
- Works closely with IT Director and/or Cyber Security officer to implement and maintain a high degree of network and systems security.
- Is available after normal business hours and weekends if contacted by IT Director
- Assists Systems Engineer with configuration and installation of existing systems and servers.
- Documents existing network and systems as well as changes and enhancements to same
- Maintains network users
- Will be available to assist IT staff on an as-needed basis to address system outages
- Will participate in system upgrades/installations/replacements after “normal” business hours, as required regarding systems that are not be taken offline during those hours.
- Will assist with Helpdesk trouble tickets as needed

QUALIFICATIONS:

- Associates degree in computer science or equivalent mix of education and experience
- Bachelor’s degree preferred
- Cisco CCNA preferred
- Demonstrated ability to configure packet switches and routers.
 - Cisco preferred but other brand systems may be encountered. Willingness to learn these new appliances is required
- Hands-on network troubleshooting abilities

- In-depth knowledge of computer and systems infrastructure
- Proficiency with configuration and trouble-shooting of Microsoft Server
 - 2008 ~ 2019
- Knowledge of DNS concepts and services
- Knowledge of firewalls – especially WatchGuard
- Excellent communications skills – both written and verbal
- Familiarity with server management/monitoring/troubleshooting tools
- In-depth knowledge of networking topologies and terminology
- Working knowledge of Wi-Fi systems and security
- Good people skills
- Must maintain high standard of professionalism – including hygiene and office casual dress.
- Current valid Oregon Drivers' License required.