



# Cow Creek Government Office

## Position Description

**Position Title:** Network Administrator

**Department:** Finance

**Reports To:** IT Director

**FLSA Designation:** Exempt

### POSITION PURPOSE:

Maintain Routed Network.

### ESSENTIAL FUNCTIONS:

- Maintains existing network infrastructure.
- Maintains and configures packet switches and routers.
- Troubleshoots network issues.
- Installs and configures network equipment.
- Installs, configures, and maintains Firewalls and point to point VPN branch office tunnels.
- Assists Network Engineer 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.
- 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 be available to cover the helpdesk as needed.
- Will participate in system upgrades/installations/replacements after “normal” business hours as required regarding systems that cannot be taken offline during those hours.

### 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 troubleshooting of Microsoft Windows Server 2008-2022
- 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.
- Must possess and maintain a valid driver's license.