

WARREN COUNTY DATA PROCESSING BOARD

Matt Nolan, Chief Administrator
Ben Clift, Director
Telephone: 513.695.1114

www.co.warren.oh.us

Administration Building
406 Justice Drive
Lebanon, Ohio 45036
Facsimile: 513.695.2972

POSITION: IT Network Administrator

DEPARTMENT: Information Technology

LOCATION: 406 Justice Drive
Lebanon, Ohio

SALARY RANGE: \$60,000.00 - \$96,000.00

SCHEDULED HOURS: 40 HOURS PER WEEK

POSTING PERIOD: THIS POSTING IS BEING POSTED FOR
A PERIOD OF TIME NOT LESS THAN
SEVEN (7) CONSECUTIVE CALENDAR
DAYS, BEGINNING March 31, 2023

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM
QUALIFICATIONS AND ESSENTIAL DUTIES OF THIS POSITION

APPLICANTS SHOULD APPLY ON LINE AT: <https://www.co.warren.oh.us> COMPLETE
THE APPLICATION AS FOLLOWS: CLICK ON JOB OPPORTUNITIES THEN CLICK ON
WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR
DESKTOP AND EMAIL THE APPLICATION TO: support@CO.WARREN.OH.US WITH A
RESUME . PLEASE CONTACT Ben Clift
WITH QUESTIONS AT: 513-695-1114.

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND
A BACKGROUND CHECK (BCI).

WARREN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Title

IT Network Administrator

Description

Under the general direction of the Director of IT, this position designs, supports, maintains, and evaluates computer networking systems; installs, configures, and maintains both physical and virtual computer servers; maintains e-mail accounts; performs other related duties as assigned. Must be proficient with Cisco Catalyst Switches, Cisco Wireless Controllers, CLI, VLANs, VMware ESXI and VMware NSX, Physical and Virtual Firewalls, Citrix Virtual Apps and Desktops, Network Storage systems and Windows Servers. The Network Administrator oversees a team that supports the operations and maintenance of all network and end-user computer hardware and software for Warren County.

Responsibilities

- Oversees the day-to-day functions of network operations and Cyber Defense Operations.
- Oversees the day-to-day functions of a Team of 3-5 Support Technicians.
- Manages the Process Improvement Plans for network operations and the Cyber Defense Scorecards.
- Proactively monitors the readiness of firewalls to defend against emerging Cyber threats.
- Assists in coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation, backup, maintenance, and problem solving.
- Installs, supports, and maintains both physical and virtual network servers and appliances.
- Installs, designs, configures, and maintains laptops, PC, and required software.
- Analyzes and troubleshoots network logs and tracks the nature and resolution of problems.
- Monitors usage to ensure security of data and access privileges.
- Maintain and monitor daily backups.
- Researches and evaluates new technologies related to network operations and Cyber Defense.
- Assists in planning, coordinating, and consulting with vendors and clients for hardware/software purchases, product services and support; recommends and specifies the purchase of related services.
- Assists and provides support technology staff as requested, including performing scheduled network tasks, monitoring network servers, and providing internet and intranet user support, and specialized training.
- Establishes and maintains Active Directory and Office 365 user accounts.
- Trains new associates and, in special circumstances, certifies new ICs on system capabilities.
- Researches and troubleshoots e-mail problems by reviewing mail logs, records, and network configurations.
- Flexibility to adjust schedule to meet business needs.
- All other duties as assigned.

Position Requirements

Formal Education & Certification

- Bachelor's degree in computer science, information engineering or other related areas. Possession of one or more relevant IT certifications is preferred. Minimum of 5 years' experience in all areas of local and wide area networks management and administration, including system configuration, setup, troubleshooting, planning, designing, implementation, and user support or equivalent combination of education and experience that demonstrates possession of the knowledge, skills, and abilities.

Knowledge & Experience

- Strong background in Installing and supporting Microsoft server technologies.
- Strong background in Cisco Catalyst Switches, Cisco Wireless Controllers.
- Strong background in VMware.
- Strong background in Firewall configuration.
- Strong background in Citrix.
- Capable of troubleshooting, resolving, and supporting various hardware and software issues.
- Ability to resolve issues over the phone.
- Ability to work independently or within a group to resolve an issue.
- Ability to communicate with different levels of the organization with service-oriented attitude and customer focus.

Personal Attributes

- Able to communicate effectively with non-technical staff and with members of interdisciplinary teams.
- Flexible and adaptable in regard to learning and understanding new technologies.
- Strong written, oral, and interpersonal communication skills.
- Ability to conduct research into hardware and software-related issues and products.
- Highly self-motivated and directed.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

Work Conditions

- Uses or works in proximity to the use of firearms.
- Works in or around crowds.
- Has contact with potentially violent or emotionally distraught persons.
- Has exposure to hot, cold, wet, humid, or windy weather conditions.
- Has exposure to hazardous driving conditions.
- Ability to work from step ladders up to 10 feet above the ground or floor for up to 60 mins at a time several times per day.
- Ability to lift to 50 pounds in and out of vehicles for no more than 10 mins at a time in all weather conditions.
- Is subject to emergency call twenty-four (24) hours a day, seven (7) days a week.

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747