

POSTED NOTICE January 30, 2019

Job Title	Network Administrator FLSA: Exempt
Description	<p>General Definition of Work Performs difficult skilled technical work planning, designing, implementing, supporting and maintaining hardware and software; coordinating and deploying the County website, intranet and online services, and related work as apparent or assigned. Work is performed under the general direction of the IT Director.</p> <p>Essential Functions/Typical Tasks <i>To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none">• Designs, programs, backs up, maintains, and administers Cisco IOS hardware/software, and other network devices/hardware to ensure little to no network downtime and maximum security; but not limited to: Barracuda SPAM and Web Filters, Cisco routing devices, Web server and security, and Wireless access points.• Manages network servers, web server, IIS, user accounts, email accounts, web traffic and security, and traffic to ensure optimum performance and availability to users.• Administers intrusion detection and prevention on all county systems; designs, implements, programs and installs Cisco IP Telephony equipment and telecommunication equipment.• Verifies (Local Area Network/Wide Area Network) LAN/WAN Connectivity; maintains and ensures the stability of the County's network and server infrastructure.• Performs research, attends training regarding new hardware and software products for system enhancements that increase security, and productivity.• Creates, researches, designs, updates, programs, and deploys County Website, Intranet, and online services for the public, employees, and contractors; including but not limited to; HTML, PHP, CSS, and Java.• Plans, programs, and maintains hardware, software and other network devices required by users.• Provides help desk support to all employees for all technology related problems, updating the status of problems, and ensuring the problem is solved before it is closed; documents the issue and solution.• Administers, troubleshoots, and repairs servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates, and patches.• Provides support to non-County entities' hardware and software support per signed contracts.• Trains and supports users on proper use of computer software and equipment, and all technology related issues.• Creates, maintains and produces GIS (Geographic Information System) map products for internal and external users, using ESRI software products and drafting preparation software; prepares mapping exhibits for use by project staff in proposals, presentations, and other project related work.• Administers Pope County Law Enforcement ARMER Radio System; creates ARMER Motorola Code plugs for the 800MHZ public safety radio system and program Portable, Mobile, and Console radio's for Law Enforcement, Fire Departments, ambulances, first-responders, and hospital.• Maintains records management and E911 emergency system for law enforcement. <p>Knowledge, Skills and Abilities Thorough knowledge of computer networks, general knowledge of computer operations, systems and programming; general knowledge of system and technology requirements; some knowledge of available software and hardware and their application to system needs; comprehensive knowledge</p>

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of problem solving intermediate and complex computer/network issues; comprehensive knowledge of technical manuals, network diagrams, administrative guides for software, hardware, and programming web design; ability to compute rates, ratios and percentages; ability to communicate effectively both in oral and written formats; ability to establish and maintain effective working relationships with administration, staff, third party agencies and the general public.

Education and Experience

Associates/Technical degree with coursework in computer science, networking, or related field and considerable experience in computer hardware/software/networking, Windows servers, Microsoft Exchange, Cisco IOS, Web design, security, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Cisco CCNA Courses, Web Development/Programming, Network LAN/WAN Infrastructure, GIS and Armer Administration Training (within six months)
Background and fingerprints mandatory
Valid driver's license in the State of Minnesota

Location	The position is located in the City of Glenwood in Pope County, MN. Glenwood is on the shores of spectacular Lake Minnewaska, less than two hours northwest of Minneapolis, MN and two hours southeast of Fargo, ND.
Resume	Submit a job application, resume, with cover letter and three professional references, directly to Human Resources, Pope County Courthouse, 130 E Minnesota Avenue, Suite 210, Glenwood, MN 56334 or by email to hr@co.pope.mn.us (list job title in the subject line of your email). Please indicate whether you wish to claim Veteran's Preference Points. All applicants are subject to a background check. Application Deadline: Open until filled, first review February 15, 2019.
Salary Range	Salary Range: \$50,918 - \$68,411 annually Full-Time 40 hours per week