

Job Description: ASSISTANT NETWORK SECURITY ADMINISTRATOR

CLASS NO. 506

EEOC CATEGORY: Professionals

PAY GROUP: 24

FLSA: Nonexempt

SUMMARY OF POSITION

The role of the Network Administrator / Security Assistant is to ensure the secure operation of Chambers County's computer systems, servers, and network connections. This includes checking server and firewall logs, scrutinizing network traffic, establishing and maintaining virus/security/filtering systems, and troubleshooting. This person will also analyze and resolve security and vulnerability issues in a timely and accurate fashion. Coordinates with the Information Technology Committee to improve and maintain IT systems. Coordinates with the IT and Communications Directors about day-to-day operations and projects.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court
2. Other: Has daily contact with technical team members, department heads and employees, county officials and the general public.

EXAMPLES OF WORK

Essential Duties*

Deploy, manage and maintain security systems and their corresponding or associated software, including but not limited to firewalls, web-filtering, and anti-virus systems.

Manage network infrastructure (including routers, switches, UPSs, etc.) in addition to recommending, scheduling, and performing security/network improvements, upgrades, and/or purchases.

Receive, prioritize, and respond to incoming work orders regarding equipment and/or connectivity problems.

Administer and maintain Active directory, group policies, end user accounts, permissions, and access rights.

Perform network asset management, including maintenance of network component inventory and related documentation.

Manages servers and their associated operating systems and software.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 506 (Continued)

Interact and negotiate with vendors, outsourcers, and contractors.

Coordinates with other departments on related needs and projects.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

In-depth knowledge of Cisco network hardware, Cisco network operating systems, Microsoft networking, TCP/IP, and router/switch configurations.

Working knowledge of LAN and WAN topologies and architectures, including multi VLAN architecture. Must be able to configure, administer and maintain LAN and WAN networks.

Ability to communicate effectively in both oral and written forms;

Ability to organize and handle multiple, simultaneous tasks with limited time constraints;

Ability to work with minimal supervision;

Ability to perform maintenance, work on projects, or troubleshoot problems before or after hours when necessary.

Ability to work after hours and weekends in an “on-call” status, and to respond to network outages at all hours.

Must have valid Texas driver’s license.

ACCEPTABLE TRAINING AND EXPERIENCE

Required: Associate’s Degree in a related field of study and minimum two years related experience.

Preferred: Bachelor’s Degree in a related field of study and CCNA or Network+ Certification.