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| <b>POSITION TITLE:</b>      | <b>Network Administrator</b> |
| <b>DEPARTMENT:</b>          | County Administration        |
| <b>DIVISION:</b>            | Information Technology       |
| <b>POSITION NUMBER:</b>     | 1125                         |
| <b>FLSA STATUS / GRADE:</b> | Exempt / 132                 |
| <b>CLASSIFICATION:</b>      | Professionals                |
| <b>REPORTS TO:</b>          | IT Operations Manager        |

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**GENERAL DESCRIPTION OF POSITION:**

Performs intermediate to complex administrative and technical work assisting with planning, organizing and directing the design, development, implementation, troubleshooting and maintenance of all County local and wide area network (LAN and WAN) computer systems, hardware, software and related infrastructure supporting County government information technology operations. Performs intermediate to complex level technical work in assembling, installing and repairing networked and stand-alone computer equipment. Work is performed under the direct supervision of the IT Operations Manager and the general direction of the Chief Information Technology Officer, with moderate latitude for independent judgment and action.

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**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Support, configure, maintain and upgrade County networks and servers
- Establish network specifications by conferring with users and technology staff; analyze workflow, access, information, and security requirements; design router administration, including interface configuration and routing protocols
- Optimize and maintain network performance by performing network monitoring, analysis, performance tuning, and status reporting
- Install and integrate new server hardware and applications
- Support and administer third-party applications
- Specify system requirements and design solutions
- Troubleshoot network problems; escalate problems to vendors as appropriate
- Secure network by developing network access, monitoring, control, and evaluation
- Upgrade network by conferring with vendors; develop, test, evaluate, and install upgrades and enhancements
- Maintain network documentation
- Meet financial requirements by submitting information for budgets; monitor expenses; manage annual maintenance and licensing renewals
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Keep sensitive County and personal information confidential
- Set up user accounts, permissions and passwords
- Resolve problems reported by end users
- Define network policies and procedures
- Accomplishes all tasks as appropriately assigned or requested by management.
- Participates in employee meetings and training as needed.
- Performs special projects as assigned.
- Meets attendance requirements and maintains the highest level of dependability.
- Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.



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**QUALIFICATIONS:**

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**Education /  
Experience:**

Minimum of Bachelor's degree from an accredited college or university with major course work in computer science or related field or sufficient professional experience to demonstrate competency in the required skills. At least 5 years' in a network administrator role with experience in the administration, operation, and technical aspects of modern networked computer systems and infrastructure.

**Knowledge / Skills  
and Abilities:**

- Hands on experience in networking, routing and switching
- Experience with hyper-converged network infrastructure
- Knowledge of best practices around management, control, and monitoring of server, storage, and network infrastructure
- Experience with firewalls, virtual private networks (VPN), troubleshooting, and problem resolution
- Ability to set up and configure server hardware (physical and virtual machines)
- Familiarity with backup and recovery software and methodologies
- Ability to organize, prioritize, and multitask
- Specific experience with some or all of the following technologies:
  - Microsoft System Center Configuration Manager (SCCM)
  - HPE Simplivity hyper-converged infrastructure
  - Cisco network infrastructure: routers, switches, Adaptive Security Appliance (ASA), Advanced Malware Protection (AMP), FirePOWER, Meraki, Cisco Prime, FirePOWER Management Center
  - VMWare and vCenter
  
- Thorough knowledge of the design, installation, configuration and maintenance of local area networks (LAN) and wide area networks (WAN); thorough knowledge of the methods, materials and equipment used in networking; thorough knowledge of electronics, computer hardware and devices, communication networks and the operation of computer equipment; thorough knowledge of microcomputer systems hardware, software and peripheral equipment; skill in the use of tools in the electronics trade; ability to read and create electrical, electronic and networking schematic diagrams and specifications.
  
- Strong interpersonal and communication skills. Ability to work cooperatively in a diverse professional team and / or independently. Ability to establish / maintain effective working relationships with employees, county officials, vendors, and the public. Strong disposition for delivering high quality results. Strong customer service orientation

**Certifications /  
Licenses:**

Must possess a valid Commonwealth of Virginia driver's license, proof of insurance required to drive on county roads and acceptable driving record.

It is highly desirable that candidates will possess some relevant professional technical certifications normally associated with network administrators.



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| <b>Physical Requirements:</b>             | <p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.</p> <p>This is light work requiring the exertion of up to 25 pounds of force regularly, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, manual dexterity and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length; determining the accuracy and thoroughness of work, and observing general surroundings and activities.</p> |
| <b>Environmental Factors:</b>             | <p>While performing the essential duties of this job, the employee may be subject to inside and outside environmental conditions and hazards. Noise levels may be moderate.</p>   |
| <b>Special / Additional Requirements:</b> | <p>Subject to a complete criminal history background search and drug screening with acceptable results.</p>   |
| <b>Disclaimer:</b>                        | <p>This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.</p> <p>Bedford County, VA is an Equal Opportunity Employer.</p>  |

