

# WICHITA COUNTY

## Job Announcement



Job Posting Number: 2022-052

**POSITION:** IT - Network Administrator

**LOCATION:** Wichita County Courthouse  
900 7th Street  
Wichita Falls, Texas 76301

**REPORTS TO:** Director of Information Technology

**HOURS:** 8:00 am - 5:00 pm, Monday – Friday On-call as necessary.

**SALARY:** Up to 68,500 Annually Dependent upon Experience and Qualifications

**POSTING DATE:** April 11, 2022

**CLOSING DATE:** April 26, 2022 @ 5:00 p.m. or Until Filled

### ► JOB SUMMARY:

This position will design, install, and manage access, distribution, and core layers of the Wichita County network infrastructure. Design fault tolerance and high availability into the County network. Maintain Quality of Service (QoS) policies into the County's converged network of voice, video, and data. This position will manage the connectivity for the Wide Area Network (WAN). The position will design, install, and manage connections between the County's network and partner agencies. The position will manage the County's connections to the Internet. The position will manage the Voice over IP (VoIP) phone system. The position will implement, configure, maintain, troubleshoot, secure, and monitor, the network environment within the County.

### ► ESSENTIAL JOB FUNCTIONS:

- Provide support and resolve problems to the end user's satisfaction.
- Great customer service.
- Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges.
- Report issues to the IT Director for escalation.
- Maintain and support the County's VoIP phone system.
- Work with the System Administrator to resolve networking and systems issues.
- Install, configure and maintain Access layer Ethernet switches for the Local Area Networks (LANs) in the downtown campus and remote locations.
- Design and implement fault-tolerance for the the County's LANs.
- Properly utilize Virtual LAN (VLAN) technologies to make an effective and secure network.

- Install, configure, and maintains all Distribution and Core layer routers/switches that connect County buildings or offices.
- Design, implement and maintains communications network for large multi-story buildings utilizing fiber optics, copper and wireless technologies.
- Manages route advertisement between all County routers
- Manages the leased connectivity for the County Wide Area Network (WAN) that includes the position will also manage the licensed microwave links that exist in the Wichita County WAN.
- Design, implement, and manages all County WiFi networks.
- Install, configure and manages the County network layer Firewalls facing the public Internet.
- Install, configure, and manages remote access into the County network using Virtual Private Network (VPN)
- Manages and maintains the VoIP soft switch that controls all VoIP phones on the County network. Manages and maintains the County's Enterprise Voice Mail system. Make basic changes to the VoIP Call Center systems – move, add, change for Call Center agents.
- Install, configure and maintains network management software to proactively monitor all network devices.
- Assist other County IT personnel in trouble-shooting application performance issues and errors.
- Provides research and development of new products related to improving network availability, performance and mobility. Test new technologies and develop County standards for network equipment and protocols.
- Performs all other related duties involved in the operation of the IT Department as assigned or required.

#### ► **MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Two (2) years of previous information technology work experience; knowledge of active directory domains.
- Ability to work independently and as part of a team.
- Extreme attention to detail is required. Ability to communicate system requirements to both technical and non-technical County staff.
- Strong analytical and organizational skills, ability to solve problems accurately, completely and quickly. Ability to participate in multiple projects concurrently without loss of quality on any project.
- Driving may be required.
- Must have a valid and current driver's license.
- Bachelor's degree or equivalent work experience in an Information Technology related field plus three years' experience in managing a Network Infrastructure.
- Cisco Certified Network Associate (CCNA) certification, Security+, or higher professional certificate preferred.
- Cisco Certified Network Professional (CCNP) or Certified Information Systems Security Professional (CISSIP) a plus.
- Advanced oral/written communications skills, strong analytical and organization skills, ability to solve problems accurately, completely and quickly if necessary, ability to coordinate various activities simultaneously, make decisions and work without direct supervision, participate in and/or manage multiple projects concurrently without loss of quality on any project.

► **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

While performing the duties of this position, the incumbent is regularly required to sit, stand, walk, bend, stoop, climb, lift, push and pull, work alone and with others.

► **DECISION MAKING:**

This position works on basic to moderately complex problems. Defined policies and procedures provide decision guidance. Limited latitude is allowed in the performance of day-to-day activities, and decision-making is within County and departmental guidelines. Work is guided by clearly defined objectives and functional direction. The analysis/judgment required for making decisions and recommendations is that of an intermediate-level professional with an industry-specific body of knowledge.

► **OTHER REQUIREMENTS:**

- Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- Must have the ability to work well with others.
- Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.
- Requested accommodations to work hours and schedules are considered on an individual basis.
- Wichita County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications, credit reports, motor vehicle records, employment records, and educational attainment.

► **APPLY TO:**

**Wichita County**

**Human Resources Office**

**900 7<sup>th</sup> Street, Room 132**

**Wichita Falls, TX 76301 (940) 766-8108**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 132, Wichita County Courthouse, 900 7<sup>th</sup> Street, Wichita Falls, Texas 76301.