

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Network Administrator  
**SALARY:** Up to \$65,000/Year D.O.E. + Benefits  
**DATE OPEN:** June 1, 2022  
**DATE CLOSED:** Until Filled

### **DESCRIPTION:**

The Network Administrator is responsible for monitoring, maintaining, and implementing network and security solutions for Hunt County offices. A key element of this role is ensuring the organization's compliance with all Criminal Justice Information Services (CJIS) requirements.

### **RESPONSIBILITIES:**

- Support all duties and projects assigned by the Information Technology Director.
- Design, develop, implement, manage, maintain, and monitor all local area networks (LAN) and wide area networks (WAN) within the organization.
- Administrate infrastructure, databases, virus protection software and other processes.
- Ensure that all network and security hardware, software, and related equipment provide the most efficient processes through proper installation, testing, and daily maintenance.
- Protect the organization by adjusting network device configurations and ensuring all patches are installed to protect against new and emerging threats.
- Solve technical and operational problems, showing a high level of customer service and project management skills.
- Install and test computer-related equipment.
- Respond to help desk requests after hours when needed.

### **REQUIREMENTS:**

- Significant hands-on troubleshooting skills with network products (HP, Watchguard, and Cisco), security software, performance monitoring, capacity management, and network management tools.
- At least 2 years' experience with the following:
  - Configuring Firewall Appliances and VPNs
  - Managing 100+ User Networks and Active Directory
  - Microsoft Office 365
  - Anti-Virus Software and Appliances
  - PowerShell
- Must be U.S. Citizen.
- Must have a clear background with good moral character.
- High level of commitment to service excellence.
- High level of integrity, ethics and judgment.
- Must be able to pass a criminal history background check.
- Must pass a urinalysis test before beginning employment.

**Prefer one or more of the following certifications:** MCSE/A, CCNA, CompTIA Network+, Security+, CySA+

**Benefits Include:** Retirement, Health/Dental/Vision Insurance, Vacation, Holidays, and Sick Time

To be considered, you must complete an [Employment Application](#) in full and provide a professional resume. You may obtain an application in the Human Resources Department, Room 200 of the Hunt County Courthouse or navigate to [www.huntcounty.net/page/hunt.jobopenings](http://www.huntcounty.net/page/hunt.jobopenings)

**No Phone Calls Please**

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**