



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Network Administrator**
Schedule: **Full-time with benefits**
Department: **Technology**

Salary: **\$48,000.00 per year**
Closing Date: **September 21, 2020**
Administrator: **Sean Higginbotham**

Required Education/Experience/Training:

- Associate Degree in Computer Science or closely related field **and** two (2) years of experience evaluating and resolving network problems that include installing and maintaining network hardware / software, compatibility conflicts, application operations and hardware malfunctions preferred.
- **Or** four (4) years of equivalent experience and training relevant to the position.
- Experience in providing one-to-one IT training beneficial.
- Relevant certifications and training for areas of technical responsibility (e.g. Cisco, Oracle, MCSE/MCSA) is preferred.

Must obtain and maintain all necessary security approvals implemented or required by the Cascade County Sheriff's Office.

JOB SUMMARY

The Network Administrator maintains the overall integrity of network, server, desktop and telephone communications and ensures that the network meets the technical parameters prescribed by the hierarchy of the organization at multiple sites while ensuring that information security policies are enforced.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provides technical support and resolution of general network related issues, provides technical support and resolution of all telephone communication system related issues, stays up to date with current trends in networking and advises management of potential improvements to our existing systems, trains users and promotes security awareness to ensure system security, supports and maintains user account information including rights, security and systems groups, establishes regular check-points and performance indicators to prevent problems, takes constructive, timely action to remedy problems and consistently meets quality standards and deadlines, must be able to work independently with minimum supervision while performing a variety of complicated tasks related to computer and network troubleshooting, evaluates, recommends, installs, configures and maintains network hardware, evaluates, recommends, installs, configures and maintains telephone communication equipment, maintains and monitors security management technologies, implements and distributes approved policies and procedures for end users, documents, maintains, upgrades and replaces network hardware and software, documents network security policies, procedures and tests, monitors network traffic and performs modifications as needed, performs other related duties as required or assigned.

Thorough knowledge and understanding of: Generally accepted computing principles and practices, advanced networking technologies, server systems and operations, telephone communications systems, applicable data privacy practices, procedures and laws.

Ability to: Use experience and sound judgment to plan and accomplish goals, establish and maintain effective working relationships with other County employees, supervisory personnel and vendors, read and interpret technical manuals and specification documentation, work independently and as a team member, accept responsibility and be self-motivated and demonstrate a strong work ethic to achieve goals, prepare accurate and reliable reports containing clear and concise explanations of findings, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, perform a wide variety of administrative and technical tasks with accuracy and speed under pressure of time-sensitive deadlines, multi-task and prioritize tasks to maintain an efficient workflow, quickly learn and employ new skills and knowledge brought about by rapidly changing information and/or technology, make decisions in conformity with established policies and procedures, handle confidential information with tact and discretion, address conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities, display sound judgment under stressful situations, observe work hours and demonstrate punctuality, use ingenuity and inventiveness in the performance of assigned tasks, communicate with others in a professional and effective manner, both orally and in writing, exercise sound judgment and decision-making skills within established policies and procedures, exercise flexibility with workloads to accommodate special projects or requests and high priority needs, interact with the public or other employees in a professional, respectful and courteous manner, obtain and maintain all necessary security approvals implemented or required by the Cascade County Sheriff's Office.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER