Walker County
Network Administrator

The Walker County Information Technology Department has an opening for a Network Administrator position. Salary is in pay group 116 and ranges from $64,746 to $76,401.

JOB SUMMARY

The objective of the Network Administrator is to service the informational, technical, communications and data processing needs of Walker County.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Network Administrator will perform; other duties may be determined and assigned as needed:

Install, configure, and maintain LAN/WAN, firewalls, routers, switches, VPNs, and wireless networks.
Monitor network performance, troubleshoot issues, and ensure network uptime.
Manage IP addressing schemes, DNS/DHCP, and network segmentation.
Perform routine maintenance, firmware upgrades, and patch management.
Maintain documentation of network infrastructure, configurations, and procedures.
Implement and manage network security measures, including firewalls, VPNs, intrusion detection/prevention systems (IDS/IPS), and endpoint security.
Monitor network traffic for suspicious behavior and respond to security breaches or incidents.
Conduct vulnerability assessments and work with IT leadership to remediate risks.
Enforce security policies, procedures, and best practices in line with industry standards (e.g., ISO 27001, NIST, CGIS, PCI DSS).
Provide hardware and software technical support to Walker County and Staff via phone, email, remote and in-person/on-location.
Learn County specific systems and applications, i.e. Microsoft Dynamics 365, Odyssey Courts and Justice, Laserfiche Document Management, etc.

QUALIFICATION REQUIREMENTS*

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required at the time of hire.

EDUCATION AND/OR EXPERIENCE

Bachelor's Degree from four year college and 8 years full time experience.
Associate Degree from two year college or technical school with 10 years full time experience or

an equivalent combination of education and experience.
Experience with Microsoft Windows and Windows Server Platforms.
Experience with Cisco Routers and Switches and Network Configurations.
Experience with firewalls (e.g., Cisco ASA, Fortinet, Palo Alto), switches, and routers.
Experience with network monitoring and security tools (e.g., SolarWinds, CrowdStrike).
Familiarity with security frameworks and compliance standards (e.g., HIPAA, GDPR, PCI-DSS, CGIS)
Minimum of 4 years of increasing responsibility in computer help desk and network support.
Preferred Microsoft MCSE and/or Cisco CCNA certification.
Have a valid Texas driver's license, acceptable driving record and reliable transportation.

SKILLS AND ABILITIES
Ability to cooperate with staff and the public in professional manner.
Ability to instruct and train in methods and procedures.
Ability to provide expert advice.
Ability to comprehend procedure manuals and office procedures.

LANGUAGE SKILLS
Ability to communicate effectively with other members of the staff, supervisor, and the public.
Ability to communicate in both written and verbal form.

MATHEMATICAL SKILLS
Ability to calculate basic mathematical calculations (addition, subtraction, multiplication, and division) without the aid of a calculator.

REASONING ABILITY
Ability to define problems and deal with a variety of situations.
Ability to think quickly, maintain self-control, and adapt to stressful situations.
Ability to use good judgement and effectively solve problems.
Ability to plan work and establish priorities.

PHYSICAL AND WORK ENVIRONMENT
The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment
The duties of this job may include physical activities such as climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing/listening, seeing/observing, and performing repetitive motions. Specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and the ability to adjust focus.
This job is performed mostly in an office environment; however, working outside in the environment will be required when needed.

Work Environment

The work environment may include some or all of the following:
On-call and after hours work.
Repetitive activities (performance of the same physically demanding activity).
Time pressure (frequent rush jobs, urgent deadlines, etc).
Working under distractions (telephone calls, distractions, disturbances).
Unpleasant social situations (necessity of dealing with irate or disturbed individuals).
Intense or continuous noise.
Awkward or confining workspace (conditions in which the body is cramped or uncomfortable).
Dirty environment (situations in which workers or their clothing can become dirty, greasy, etc).
Improper illumination (glare, inadequate lighting, etc).
*Employment is contingent upon the successful completion of a background check and drug testing.