

# **Berkeley County Government**

## **JOB OPENING – EXTERNAL POSTING**

### **COMPUTER NETWORK ADMINISTRATOR (PS101401)**

#### **DEPARTMENT: INFORMATION & TECHNOLOGY SERVICES**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Directs and coordinates computer network activities by performing duties personally or through other IT staff. Designs, specifies, configures, installs, documents, and maintains network hardware, software, and telecommunications services such as routers, bridges, switches, modems, cabling, firewalls, wireless access points and routers, system and applications software and internet services. Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security and backup. Works closely with the Infrastructure Specialist (TISO) responsible for information security. Establishes and maintains network users, user environment, directories and security. Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs. Develops and communicates standards for use, operations, and security of network, and data. Communicates with other departments and vendor support services to report and resolve software, hardware, and operations problems. Researches and evaluates new technologies, installing and testing upgrades, collecting and analyzing network utilization, developing and implementing disaster recovery procedures. Performs network address management. Trains and supervises other staff members in networking disciplines. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

Bachelor's Degree in a related field and six (6) years related experience; years' experience must specifically include three (3) years' experience in design, implementation and maintaining computer networks. Years' of experience may be used in lieu of education. Education cannot be substituted for years of related experience.

Supervisory experience preferred.

CCNA or equivalent required.

CCNP or CCIE preferred.

Knowledge and experience with specific application areas of government may be preferred.

Must be organized, detail oriented, and multi-tasking.

Departmental testing may be administered during interview.

Applicants will undergo an extensive background check.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

#### **PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

#### **SAFETY INFORMATION/DUTIES:**

This may be or may become a safety sensitive position which is subject to random drug and alcohol testing depending on the duties of the particular position. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

#### **HOURS OF WORK:**

**This position is classified as exempt and reports to the Infrastructure Division Manager.** Thirty-seven and one half (37.5) hours per week. Monday through Friday from 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Will serve in a departmental on-call rotation for emergencies. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Computer Network Administrator - Grade C42**  
**Entry Level Bi-Weekly Range: \$2,300.20 - \$3,680.32**

**Date of Posting: 12/14/2016**  
**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***