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| **POSITION SUMMARY**  The person in this position must have the knowledge and experience to effectively manage the County’s network, servers, workstations, printers and various other devices attached to the network. In addition, they will service and maintain access control systems and surveillance systems. This person will help manage the counties Microsoft 365 portal, and all security and backup software and services.  **ESSENTIAL FUNCTIONS / JOB DUTIES**  *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*   * Assists department director in various systems maintenance. * Possesses electronics servicing knowledge to repair computer peripheral devices, servers, local area network, monitors, personal computers, printers and related components. * Analyzes situations accurately and pursues effective solutions. * Performs research on new hardware and software technology. * Installs and supports LANs and support various VLANs. * Installs and maintains network hardware and software. * Analyzes and isolates issues. * Monitors networks to ensure security and availability to specific users. * Evaluates and modifies system performance. * Identifies user needs. * Determines network and system requirements. * Maintains integrity of the network, server deployment and security. * Designs and deploys networks. * Performs network address assignment. * Maintains network facilities in individual machines, such as drivers and settings of personal computers as well as printers. * Maintains network servers such as file servers, application servers and remote access to the servers. * Administers servers, desktop computers, printers, routers, switches, firewalls, phones, smartphones, software deployment, security updates and patches. * Accepts on-call responsibilities when assigned.   **OTHER DUTIES**  Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.   This job description has been approved by:   Department Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date \_\_\_\_\_\_\_\_\_\_\_   HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date \_\_\_\_\_\_\_\_\_\_\_  **EMPLOYEE SIGNATURE**  Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.  Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date\_\_\_\_\_\_\_\_\_\_\_\_\_ | **EDUCATION**  Two-year or four-year college certificate or degree in a computer related field.  **EXPERIENCE/ SKILLS**   * Two to four years of experience in a computer related field required. * Occasional supervision. * Unusual problems are referred with suggestions for solution. * Experience with Microsoft Windows server, Active Directory and Microsoft 365.   **PHYSICAL REQUIREMENTS/ ABILITIES**   * Must be able to occasionally move 50 pounds and be able to climb and work from ladders. * Must have fine motor skills and must be able to read monitors and technical manuals.   **WORKING CONDITIONS/ ENVIRONMENT**   * Continual high-level mental and visual attention required. * Seated at well-lighted cubicle desk. * Climate controlled office setting. * Continuous use of a computer. * Occasional outdoor work in all elements, hot or cold.   **Logo, company name  Description automatically generated** |